



# ANNUAL BUDGET

2011-2012

MIDLAND, TEXAS

**THE CITY OF MIDLAND, TEXAS  
ANNUAL BUDGET**

**Fiscal Year  
October 1, 2011 through September 30, 2012**

**Mayor W. Wesley Perry**

**Council Members**

**W. Jeffrey Sparks  
District 1**

**Vicky Hailey  
District 2**

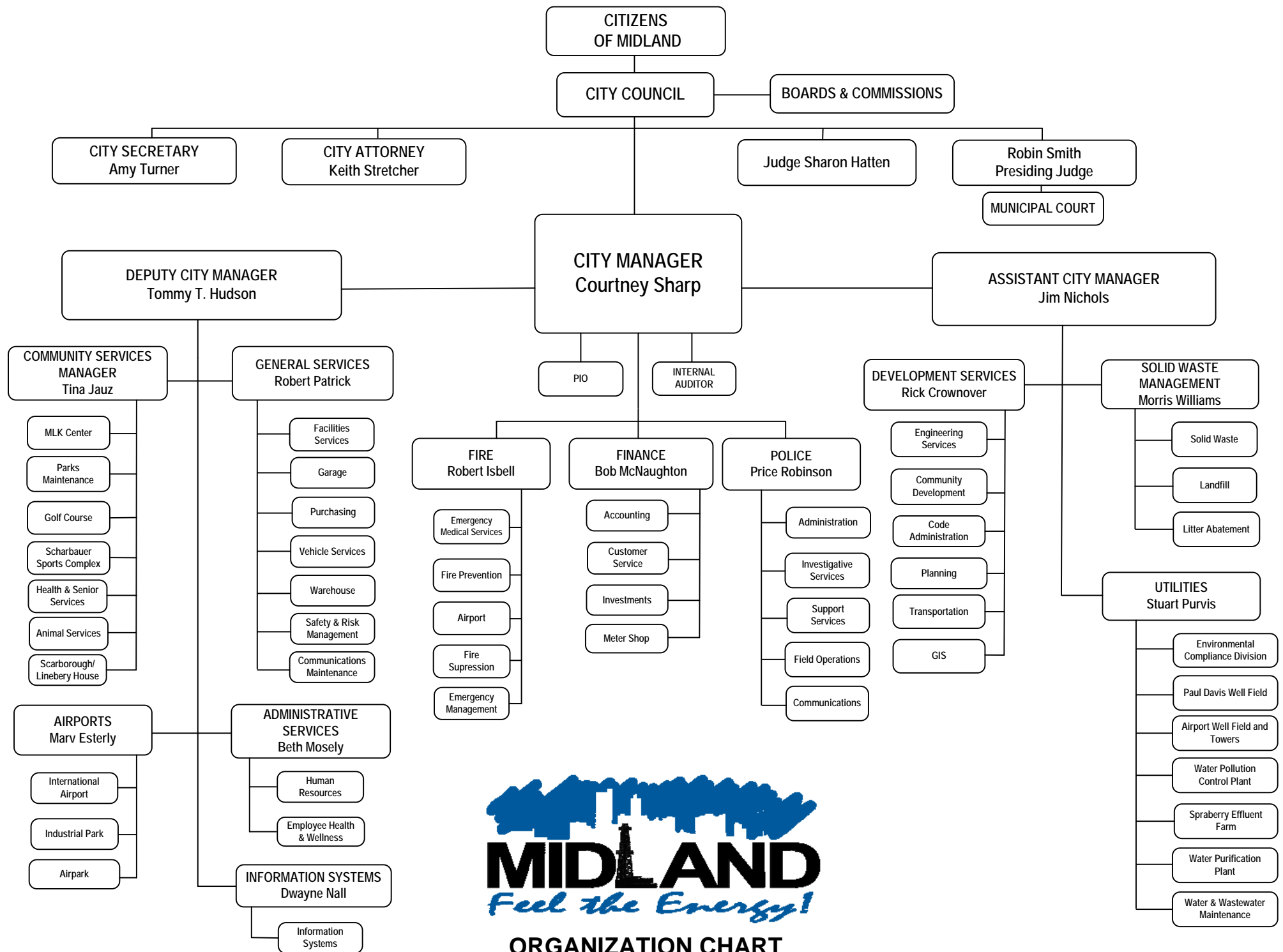
**John H. James  
District 3**

**Michael B. Trost  
Mayor Pro Tempore  
District 4**

**A. Scott Dufford  
At-Large**

**Jerry F. Morales  
At-Large**

**Courtney B. Sharp, City Manager**



## ORGANIZATION CHART



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Midland  
Texas**

For the Fiscal Year Beginning

**October 1, 2010**



President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Midland, Texas for its annual budget for the fiscal year beginning October 1, 2010. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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**SECTION I**  
**INTRODUCTION**

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August 22, 2011

TO: Honorable Mayor and City Council  
FROM: Courtney Sharp, City Manager *CS*  
SUBJECT: 2011 - 2012 Budget

The 2011/2012 budget for the operation of the City government is submitted for your consideration and approval. A budget is required under the provisions of Article 689a-13, Title 20, of the Revised Civil Statutes of the State of Texas and provisions of the Midland City Charter. It is submitted as the general operating plan for the City for the fiscal year beginning October 1, 2011 and ending September 30, 2012. The budget was prepared with a focus on the mission, "We, the employees of the City of Midland, are PASSIONATE and ENERGETIC about the service we provide to EACH OTHER and OUR COMMUNITY." This mission is realized by means of the guiding principles outlined in the City's vision statement with implementation of strategies accomplished through fiscally responsible organizational policies in budgeting revenues and expenditures.

Organizational policies implemented for and included in the 2011-2012 budget were as follows:

Policy: Healthy Economy – Review all revenue sources to achieve the best possible forecast of revenues. This policy is implemented through seeking the input of the individuals most closely associated with the subject revenues. Close scrutiny of estimates for reasonableness is inherent in the process to provide the best possible estimate of the resources available to be used in providing services during the budget year.

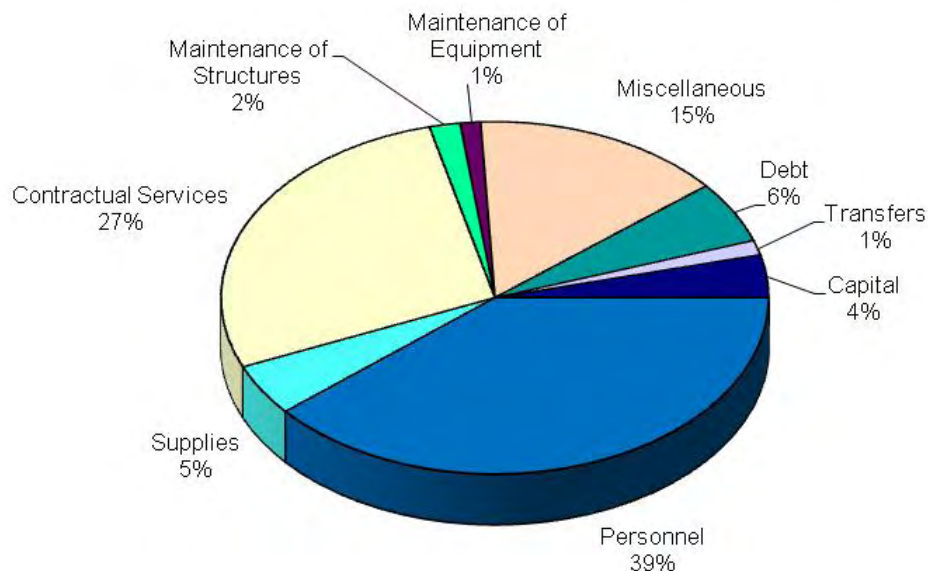
Policy: A Recognized Leader - The City's employees are the most important resource used in implementing the vision statement. Recognition of this policy is achieved through maintenance of the City's benefit programs.

Policy: Works Together - Provide quality services with a competitive cost. This is achieved through the use of technology, more efficient service delivery and close scrutiny of requests for expanded or enhanced services

The focus for the budgetary process was on the allocation of limited resources while maintaining the current level of City services. A property tax rate of 47.054 cents per \$100 valuation, which is the effective tax rate plus 1.09%, is included in the fiscal year 2011-2012 budget. This is a decrease of 0.231 cents per \$100 valuation (0.5%). The effective tax rate is the ad valorem tax rate which, when applied to properties existing on last year's tax roll, adjusted for changes in appraisal values and other items, would yield the same tax revenues in the current year as in the previous year.

The budget presented for all City operations for the 2011-2012 fiscal year totals \$181,277,653. This is a 5.37% increase when compared to the fiscal year 2010-2011 budget of \$172,037,035.

### Combined Fund Expenditures / Expenses As Budgeted For Fiscal Year 2012



\$181,277,653

The fiscal year 2012 operating budget is supported by combined revenues of \$171,108,024, up \$10,695,998 from fiscal year 2011. Sales tax revenue and property tax revenue reflect the largest amount of increase over fiscal year 2011, at \$4,799,511 and \$944,712, respectively. Other major components of this increase include \$1,858,390 increase in Garage charges to other funds and \$1,424,000 increase in sanitation revenue. This is partially offset by a reduction of \$657,750 in water and sewer revenue. The difference between revenue and expense reflected in the following chart is related to the City policy to budget for depreciation and other noncash expenses.

	2011 Budget	2012 Budget	% Change
Total City Expenditure Budget	\$ 172,037,035	\$ 181,277,653	5.37%
Total City Revenue Budget	\$ 160,412,026	\$ 171,108,024	6.67%

The budgetary process began in January 2011 and was concluded on August 22 with the second reading of the budget ordinance and adoption of the tax rate. Significant dates and events during the budget preparation schedule were:

- May 18 - Start of Departmental budget reviews by City management
- June 24 - Working copies of budget delivered to City Council
- July 5 - Start of City Council budget workshops
- July 20 - Calculation of effective tax rate
- July 22 - Filing of budget for public inspection with City Secretary and post proposed budget on City's website
- July 12 - Resolution amending City Council's Schedule of Regular Meetings to include meeting on August 16 and August 23, 2011. Set special meeting for August 2, 2011. Vote on proposal to consider tax increase and dates for public hearings.
- August 2 - First public hearing on tax increase
- August 9 - Second public hearing on tax increase
- August 16 - First reading of Budget Ordinance and vote to adopt Tax Rate Ordinance
- August 22 - Second reading of Budget Ordinance and vote to adopt Tax Rate Ordinance

All governmental type funds, i.e., the General Fund, Interest and Sinking Fund, and the Hotel/Motel Fund are budgeted on the modified accrual basis using a current financial resources measurement focus. This basis is consistent with generally accepted accounting principles and generally recognizes revenues when they are measurable and available and expenditures when the related liability is incurred. Proprietary funds, i.e., the Water and Sewer, Sanitation, Golf Course, Airport, Scharbauer Sports Complex, Garage, Warehouse and Technology funds, are budgeted on an accrual basis using a flow of economic resources measurement focus, consistent with generally accepted accounting principles. The accrual basis of accounting recognizes revenues in the accounting period in which they are earned and become measurable and expenses are recognized in the period incurred, if measurable.

In general, the economic outlook for the City is good. According to the Texas Workforce Commission, Midland has experienced a job growth rate of 2.2% since May 2010, adding 1,500 jobs. The commission also shows that Midland's unemployment rate had a slight increase to 4.6% in May 2011, still giving Midland the lowest rate in the state. Statewide unemployment for the same period was 8.0%. Midland had previously held the lowest unemployment rate in the state from January 2005 through the spring of 2009. Population has been growing steadily with energy prices continuing to strengthen. A steady growth in the number of utility connections and annexations are creating more demand on the water system and strong revenues to help meet the demands of a growing City.

The Midland Development Corporation is a component unit of the City whose purpose is to both create jobs and help diversify the local economy. The sales tax is expected to provide in excess of \$6,925,000 this year for economic development to be guided by the board of the Midland Development Corporation.

The Tax Increment Reinvestment Zone (TIRZ) for downtown Midland was created in 2001 to fuel growth in the downtown portion of the City by reinvesting the tax revenues from the increased values in the Tax Increment Zone back into downtown. The TIRZ has a projected 30-year life during which it forecasts approximately \$28M will be spent for the renovation or transition of vacant and deteriorated commercial structures, site and infrastructure improvements, and the sound growth of retail, hotel, and residential development within the downtown area.



An intergovernmental effort with the City of Odessa created the Midland Odessa Urban Transportation District. This district provides mass transit to both cities. The Midland system currently consists of six fixed routes. In addition to the fixed-route service, the district also provides complementary paratransit service for Americans with Disabilities (ADA). This is curb-to-curb service for persons with disabilities who cannot use the regular bus service. The system operates Monday through Friday, 12 hours per day, and Saturday, 8 hours per day, with no service available on Sunday.

## **2010-11 ACTIVITIES AND ACHIEVEMENTS**

Growth in Midland during 2011 has been at a slightly higher rate than the prior year. During fiscal year 2010, issuance of single-family building permits averaged 33 permits per month, compared to 41 per month during the first eight months of fiscal year 2011, also infrastructure has been started for a new housing development for approximately 90 new houses. Construction of the Performing Arts Center has been completed and substantial progress has been made on remodeling the Martin Luther King Center, both of which will enhance the quality of life in Midland. Annexation of land along SH 191 and FM 1788 will allow for planned growth in this area. In addition, approximately 100 new apartment dwellings will become available in 2011 or 2012. Infrastructure needs are being addressed as construction nears completion on the \$23.8 million Water Purification Plant upgrade project and work advances on the Jal Draw channel lining. Also, in an ongoing effort to improve service to the region's travelers, rehabilitation of the Airport terminal building, airfield lights and signage and various runways and taxiways continued.

## **2011-12 STRATEGIC PLAN**

Every year, the City Council sets a list of priorities as targets for action during the next year. The list is a product of the Strategic Planning Session where City Council and City Staff come together and design a blueprint for action. The City Council discussed the initiatives and directed staff to focus on these key points. Staff, with the direction from Council, will take these initiatives and develop a strategic plan that will have a long-lasting positive impact on the future of the community. They are all key items that will enhance the energy and quality of life in the City of Midland.

During the 2011 Strategic Planning Session, ten goals were refined and agreed upon as the top priorities for 2011-2012. These ten goals are classified as Strategic Initiatives and Major Projects.

### **STRATEGIC INITIATIVES**

- Water: Develop a reuse plan and T-Bar plan, address regional issues and work towards long-term sources.
- I-20 & Highway 191 Corridor: Create a plan for development along the I-20 and Highway 191 Corridors.
- Downtown Development: Plan for the future development, growth and revitalization of downtown Midland.
- 4B: Focus on city parks and the Scharbauer Sports Complex.
- 4A: Move towards additional funding for infrastructure, industrial road, creative funding and economic diversification with emphasis on retail.

### **MAJOR PROJECTS**

- Building and renovations for Fire: Midland Fire Department is experiencing the growth of Midland with record numbers of calls for service. These calls for service are expanding into

different growth areas of Midland, which strain the resources at the current stations.

- **New Municipal Court Building:** Several options are being evaluated regarding the optimal plan for the next Municipal Court Building. The plan is to invest in a thirty-year building. The role of the Municipal Court has evolved over the past thirty years and the current facility is not adequate for the future of Municipal Court.
- **Pave Streets:** The City Transportation Division is evaluating a 4-year street paving plan. In the first year, the city intends to pave 1.3 miles of streets in the window pane area. In the four-year project, almost 4.5 miles of streets will be paved across Midland.
- **Public Safety Communications:** Upgrade to the P-25 Radio Project to maintain efficient and operable communications. P25 is a set of standards for digital IP-based radio systems set by the Federal Government. The main purpose for the standard is the interoperability among all public safety agencies.
- **Technology and Information Systems:** With constant changes in technology and information systems there is a need to upgrade systems across many service lines throughout the city. This provides for more efficient service to the residents of Midland.

### **GENERAL FUND**

Total General Fund revenues are budgeted at \$82,766,755, an increase of \$7,044,418 for fiscal year 2012 from budgeted fiscal year 2011 revenues. This is the result of increases in sales tax revenue and property tax collections of \$4,799,511 and \$1,064,787, respectively. The economic situation has improved from fiscal year 2010 that projected a \$4,173,569 decrease in General Fund revenues. The City has gone from striving to maintain service levels with reduced revenue to maintaining service levels and looking to pursue long term projects such as staffing a proposed new fire station and adding an additional \$1,500,000 for maintenance of streets and roadways.

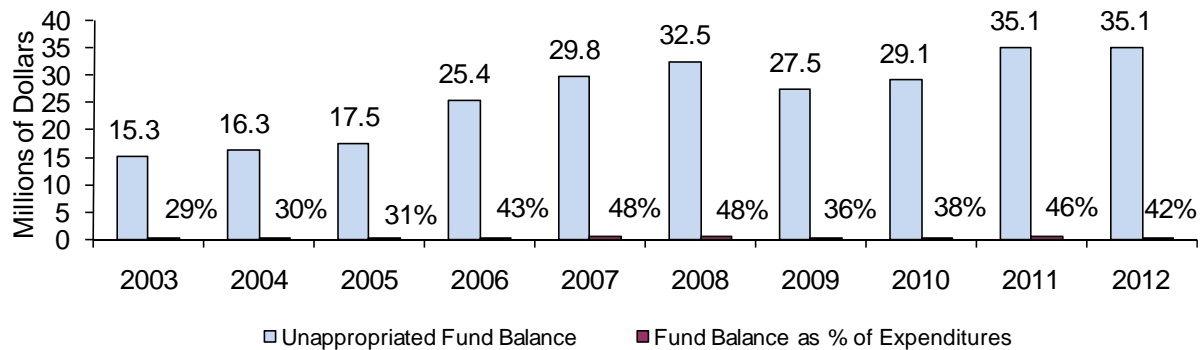
The increased collections from property taxes are the result of a slowly improving property tax base and an increase in the actual maintenance and operations tax rate from 41.72 to 41.85 cents per \$100 valuation. Sales tax revenue is in a growth pattern, showing an increase from the previous year monthly sales tax collections since May 2010.

The expenditures budget for this fund is \$82,766,755. This yields a balanced budget for the 2011-2012 fiscal year. The General Fund Unappropriated Fund Balance, which is essential for bond ratings, self-insurance considerations, disaster recovery and major economic or regulatory changes, is projected to be \$35,118,203 at the beginning of Fiscal Year 2012 - 2013.

Significant changes in the 2011-2012 budget include the addition of six fire fighters, relocation and replacement of outdoor warning sirens and the reinstatement of the street paving program. Contractual services funded by the General Fund increased by \$1,853,240 for several reasons, including \$1,351,785 additional hire of equipment costs related to increased fuel prices and new equipment, \$120,200 increase in consulting fees for zoning updates, \$77,372 increase in software maintenance, and \$65,800 increased cost for light and power. The amount budgeted for maintenance of streets and roadways increased \$1,500,000. A \$302,679 decrease in interfund transfer is also reflected, related primarily to lower grant revenues. These items comprise the budgetary highlights in the General Fund.

The City has a policy of maintaining a General Fund Unappropriated Fund Balance equal to at least twenty five percent (25%) of each fiscal year's operating expenditures. This level is an important factor in maintaining the City's general purpose bond ratings because of the cyclical nature of the energy industry, which is a major factor in the City's economy. It also provides a source of additional investment income to help maintain a level property tax rate.

**General Fund Unappropriated Fund Balance  
and Fund Balance as a Percentage of Expenditures  
Actual Fiscal Years 2003 through 2010;  
Estimated Fiscal Year 2011 and Projected Fiscal Year 2012**



**INTEREST AND SINKING FUND - TAX SUPPORTED DEBT**

This fund is used to accumulate assets necessary to make the principal, interest and other debt associated payments on the City tax supported debt. All deposits to this fund are restricted by law to the payment of the amounts due associated with this debt. Deposits to this fund are made from the interest and sinking fund portion of the property tax levy and the interest earned on those deposits for each year.

The property tax levy for this purpose is 5.21 cents per \$100 valuation, down 0.36 cents per \$100 valuation from 5.57 cents per \$100 valuation for the 2010-2011 budget. Total tax supported debt expenditures for fiscal year 2011-2012 are \$3,847,014. Water and Sewer Funds provide for expenditures of \$107,684 to support a Housing and Urban Development Section 108 Loan which was used to help develop the Advanced Technology Center.

**HOTEL/MOTEL FUND**

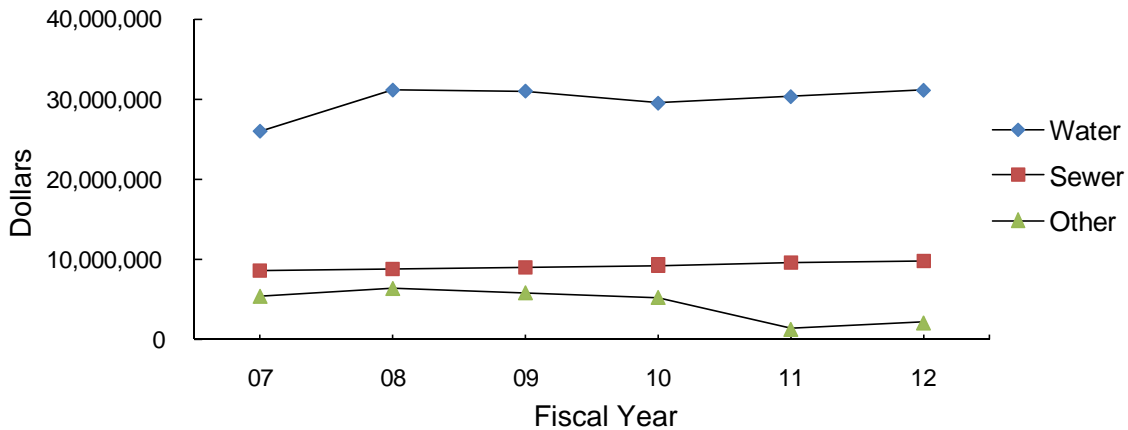
The Hotel/Motel Fund is used to segregate revenues received from local hotel/motel occupancy taxes, revenues received from Midland Center operations and the interest income associated with these dollars. Local hotel/motel occupancy taxes are 7% of adjusted gross receipts for hotels and motels located within the city limits. Hotel/Motel Tax revenues are expected to increase slightly, and are budgeted at \$2,420,000 for fiscal year 2011-2012. Total fund revenues, estimated to increase by approximately 9.9% from fiscal year 2011, are budgeted at \$2,655,000.

Expenditures of these revenues must meet a two-part test to be considered an eligible expenditure: (1) the expenditure must "directly enhance and promote tourism and the convention and hotel industry" and (2) the expenditure must "clearly fit into one of five statutorily provided categories for expenditure of local hotel occupancy tax revenues." Expenditures increased by 1.19% when compared to fiscal year 2010-2011.

**WATER AND SEWER FUND**

The Water and Sewer Fund revenues are estimated to decrease by 1.51% from budgeted 2010 – 2011 revenues. This decrease is based upon consideration of several factors, including the Drought Contingency Plan being implemented, decreasing water consumption. Annual water and sewer revenues should provide adequate cash flow for operations and the current level of debt for the fund. Also, this fund is required by debt covenants to maintain a net revenue to debt ratio of 1.5. The current rate structure, coupled with the impact of the Water and Sewer Rate Stabilization Fund, should provide adequate revenues to meet this requirement.

### Water and Sewer Revenue Trends Actual 2007 through 2010; Estimated 2011; Budgeted 2012



Water and Sewer Fund expenses are budgeted to decrease \$1,560,383, -3.14%, from the previous fiscal year. The largest single component of this decrease is the decrease in interfund transfers.

An item of significant interest is the \$5,000,000 Water & Sewer Rate Stabilization Fund (W&SRSF). This fund was created by Ordinance 7889 and may be used for any lawful purpose to stabilize rates and charges of the water and sewer system. Additionally, and perhaps most important, use of dollars from this fund may be considered in meeting the net revenue to debt ratio bond covenants. The ordinance set specific limitations on the timing and use of these dollars and the repayment of these dollars to the W&SRSF to insure the long-term viability of the fund and a stable water and sewer rate structure. This fund has never been reduced below its original amount at any time and no use of the original amount is anticipated in the proposed budget.

#### **SANITATION FUND**

Sanitation Fund revenues, exclusive of revenue derived from the Litter Abatement Contributions, are estimated to increase by 15.2% during fiscal year 2011-2012. This increase is based upon consideration of several factors, including increased customer numbers and a \$2.00 increase in residential rates effective October 1, 2010. Landfill charges are expected to remain level. Revenues generated should provide adequate cash flow to meet the operating needs of the fund and provide for small capital expenditures.

Expenses of this fund, exclusive of expenses to be incurred through expenditure of the Litter Abatement Contributions, increased 4.4%. Closure/postclosure care reflects a decrease of \$203,819 while depreciation increased \$42,000. An increase of \$270,917 in hire of equipment is related to increased fuel costs and the acquisition of new equipment. A portion of the landfill costs result from unfunded, federally mandated regulations and are mainly reflected in depreciation of capitalized costs and landfill closure costs.

Voluntary Litter Contributions were established, October 1, 2002, by the City to assist with litter abatement through a program of voluntary \$1.00 per month contributions from citizens on their utility bills. In November 2006, the contribution rate was reduced \$0.50. Expenses will be incurred through the use of revenues for abatement of litter problems. Revenues are budgeted at \$136,000 for this program and expenses at \$318,605.

#### **GOLF COURSE FUND**

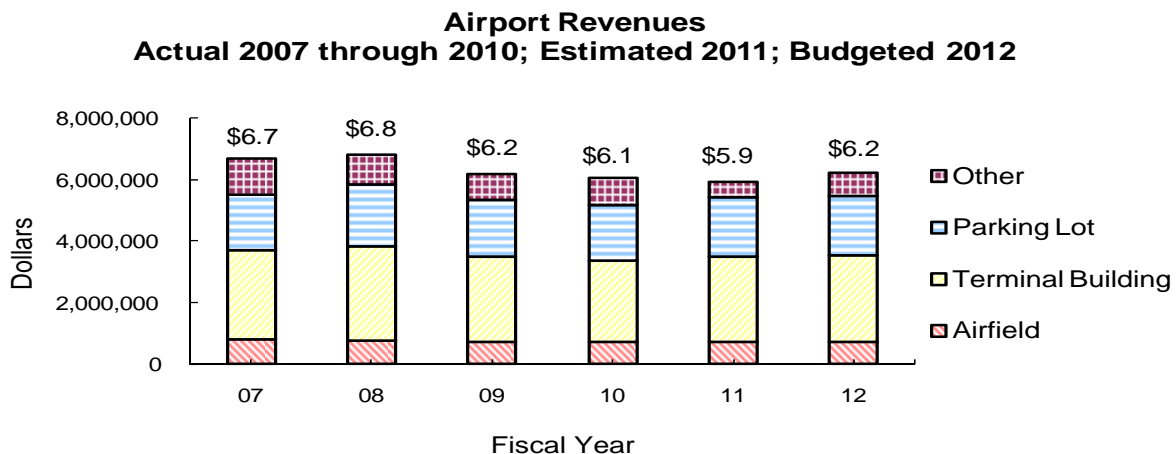
Golf Course revenues are budgeted at \$1,782,000, reflecting a 1.047% increase compared to fiscal year 2011 budgeted revenues of \$1,746,600. The Golf Course Player Facility Charge (GPFC) of \$1.00 per round is currently being used in its entirety to assist with debt service costs associated

with construction of the new nine holes and expansion of other golf course facilities. In October of 2003, an additional \$2.75 GPFC was instituted to be used specifically for capital improvements of the Golf Course. The GPFC revenues are not available for general golf course operations and are not reflected in the revenue estimates. Expenses are budgeted to increase 3.22%.

### **AIRPORT FUND**

Airport working capital is anticipated to be approximately \$2,423,943 at the beginning of fiscal year 2011-2012. This working capital is critical to the operation of the Airport during the next few years. Working capital currently represents 22.5% of proposed Fiscal Year 2011 – 2012 expenses, 39.7% of expenses net of depreciation, and should be maintained at this level for reasonably sound financial operations.

Estimated Airport Fund revenues reflect an increase of \$279,577, with an increase in the parking lot revenue. Airport Passenger Facility Charge revenues to be used in capital construction projects and the repayment of a major portion of the debt issued for construction of the new terminal building at the airport are not included in this total due to use restrictions.



Airport expenses are expected to increase \$435,325 or 4.21%. Depreciation reflects an increase of \$464,000. Based upon a cost allocation study prepared by DMG Maximus in accordance with Office of Management and Budget Circular A-87 (OMB A-87), General Fund charges to the Airport were \$1,418,000.

### **SCHARBAUER SPORTS COMPLEX FUND**

The Scharbauer Sports Complex Fund was established to account for all facets of the operations of the Scharbauer Sports Complex.

Fiscal Year 2012 revenues, \$2,628,671, are budgeted to cover expenses of \$4,363,803 including \$1,735,156 in depreciation expense.

The revenue stream from the contractual agreement between the Midland Football-Soccer and Baseball Complex Development Corporation, a 4b corporation, and the City is accounted for in a “subfund” of this fund. This agreement provides for the Midland Football-Soccer and Baseball Complex Development Corporation (MFSB) to remit all revenues received from a 4b sales tax to the City for use in paying debt service costs associated with the Series 2000 and 2001 Certificates of Obligation issued by the City to fund development of the Sports Complex, as well as the Series 2006 General Obligation Refunding Bonds issued to refund a portion of the Series 2000 Certificates of Obligation. Receipts of sales tax in excess of principal and interest requirements on the debt may be used from time to time in paying any expenses that are within the purposes for which the sales tax was approved by the voters. Debt service payments for fiscal year 2012 will be \$2,904,990.

## **INTERNAL SERVICE FUNDS**

The internal service funds of the City are the Garage Fund, Warehouse Fund, Technology Fund and Self-insurance funds. These funds derive their revenues from charges to the City funds that use their services and these revenues are budgeted in the other funds as expenses/expenditures. The only revenue not from this source is investment income associated with the funds.

The Garage Fund budget increased \$1,907,620 or 13.82% due to a combination of factors. Capital items represent the majority of this amount, including \$550,000 for a new pumper truck and \$170,000 for an Ambulance for the Fire Department, \$507,000 for 130 Golf Carts for the Golf Course, and \$150,000 for a Scraper Tanker for Landfill. Fuel costs are expected to increase at \$474,800, or 24.7% above fiscal year 2011. Depreciation reflects a decrease of \$82,582. Revenues are budgeted to increase by \$1,752,590.

The Warehouse Fund expense budget is \$860,331 for fiscal year 2012 as compared to \$813,842 for fiscal year 2011.

The City's self-insurance funds, in the aggregate, appear to be financially sound for fiscal year 2012. The increase for combined fund contributions to the General Liability Self-Insurance Fund totals \$50,150 bringing total General Liability contributions from all funds to \$585,850. Payments by the operating funds to the Workers' Compensation Self-insurance Fund for coverage in fiscal year 2012 had no significant changes from the prior year. Medical/Dental Self-Insurance contributions by the City for active employees increased 16% for 2012.

The City periodically retains the services of an actuarial firm to conduct a study of the City's self-insurance funds. Rates and anticipated expenses, except for Medical/Dental rates, are established based upon actuarial recommendations contained in that study.

## **CAPITAL IMPROVEMENT PROGRAM**

The purpose of the Capital Improvement Program (CIP) is to implement and facilitate the City's Master Plan. Generally, capital projects are in excess of \$15,000, have a useful life of more than five years and include such items as land purchases, building and/or renovating structures, roads, water and sewer line extensions, park developments and new City facilities such as fire stations, airports, or water treatment facilities. Major maintenance projects such as street resurfacing or a new roof for a building are not included in the CIP. The following table presents a comparison of funded projects between the 2011 and 2012 budget years.

	2011 Budget	2012 Budget	Difference
Total Capital Improvement Budget	\$ 112,851,034	\$ 112,818,803	\$ (32,231)
Total Project Expenditures to Date	\$ 81,928,387	\$ 90,004,644	\$ 8,076,257
Unspent Capital Improvement Budget	\$ 30,922,647	\$ 22,814,159	\$ (8,108,488)

Annually, a five-year CIP needs assessment is presented to City management by the various City departments. Inherent in this needs assessment is the consideration of the operating budget impact in future years of the proposed project as presented on the summary of the five years needs assessment. This needs assessment is evaluated and prioritized by City management. Tentative recommendations are made to City Council based upon this assessment. Council then evaluates, modifies and reviews management's tentative recommendations and adopts a CIP for the year.

A listing of all currently available capital projects funds is included in the Capital section of the budget. These are dollars which, subject to restrictions in bond covenants, may be used to fund some of the proposed CIP in conjunction with possible future debt issues, operating revenues, grants or other funding sources available to the City.

Inclusion of a project in the CIP does not insure that the project will be funded any time in the future, but it does assure that the project will be evaluated on its merits relative to other proposed CIP projects.

Budgetary policy and directive for the fiscal year 2011-2012 budget was similar to guidelines for previous years. However, the achievement of those directives while adhering to policy is often difficult and requires innovation and creativity on behalf of the City Council and staff. The entire City staff is to be commended for their efforts in developing a budget that adheres to City Council policy and achieves the fiscal objectives of the Council. It is through focusing on the guiding principles of the City's vision statement that these policies and directives are achieved.

## **VISION**

Midland 2021  
Is a GROWING URBAN CENTER in Texas,  
With a HEALTHY ECONOMY and  
A VIBRANT DOWNTOWN.  
We enjoy GREAT LIVING, ABUNDANT LEISURE  
OPPORTUNITIES, and  
EFFECTIVE TRANSPORTATION/EASY  
MOVEMENT through our City.

Our diverse Midland Community WORKS  
TOGETHER for a bright sustainable future; our City is  
A RECOGNIZED LEADER.

## **MISSION**

WE, the employees of the City of Midland, are PASSIONATE and ENERGETIC  
about the service we provide to EACH OTHER and OUR COMMUNITY.

## **GUIDING PRINCIPLES: BELIEFS AND VALUES THAT DRIVE DAILY OPERATIONS**

1. Demonstrate INTEGRITY, RESPECT and VALUE everyone.
2. Exhibit PROFESSIONALISM by being ACCOUNTABLE and DEPENDABLE.
3. Exercise COOPERATION through a DEDICATION to serve others.



## DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

Organization	Admin / Other	Court / Legal	Information Sys	Communications	Financial	General Services	Development Services	Community Services	Police	Fire	Utilities	Sanitation	Airport
Legislative	GN												
City Manager's Office	GN												
Internal Audit	GN												
Hotel/Motel Administration	HM												
Midland Center	HM												
Municipal Court		GN											
Legal		GN											
City Secretary	GN												
Administrative Services	GN												
Employee Health	GN												
Comm/Information Sys Admin			GN										
Communications				GN									
Information Systems			GN										
Communications Maint				GN									
Accounting					GN								
Investments					GN								
Tax					GN								
Meter Shop					WS								
Customer Service					WS								
Purchasing						GN							
Facilities Services						GN							
Risk Management						GN							
Vehicle Service						GR							
Garage						GR							
Warehouse						WH							
Planning and Development							GN						
CDBG Administration							GN						
Code Administration							GN						
GIS Administration							GN						
Engineering Services							GN						
Transportation							GN						
Parks								GN					
Animal Services								GN					
Recreation								GN					
Health and Senior Services								GN					
Golf Course								GC					
Pro Shop Operations								GC					
Sports Complex Nondept								SC					
VCLG Program									GN				
Airport Police									GN				
Police Administration									GN				
Support Services									GN				
Field Operations									GN				
Investigative Services									GN				

## DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

Organization	Admin / Other	Court / Legal	Information Sys	Communications	Financial	General Services	Development Services	Community Services	Police	Fire	Utilities	Sanitation	Airport
Fire										GN			
Fire Training										GN			
Fire Prevention										GN			
Emergency Medical Services										GN			
Airport Fire										GN			
Emergency Management										GN			
Utilities Administration											WS		
Environmental Compliance											WS		
Paul Davis Well Field Operation											WS		
Airport Well Field & Tower Ops											WS		
Water Pollution Control Plant											WS		
Spraberry Farm											WS		
Purification Plant											WS		
Water and Sewer Operations											WS		
Solid Waste Management												SN	
Landfill												SN	
Airport Operations													AR
Airport Terminal Building													AR
Airport Parking Lot													AR
Airport Industrial Park													AR

## Legend:

GN	General Fund
HM	Hotel/Motel Fund
WS	Water and Sewer Fund
SN	Sanitation Fund
GC	Golf Course Fund
AR	Airport Fund
SC	Sports Complex Fund
GR	Garage Fund
WH	Warehouse Fund

This matrix is intended to clarify the relationship between functional units and financial structure within the City.

CITY OF MIDLAND, TEXAS

**COMPARISON OF SOURCES AND USES BY FISCAL YEAR**

**OPERATING FUNDS**

	Governmental Funds								
	General Fund			Debt Service			Special Revenue Fund		
	FY10 Actual	FY11 Estimate	FY12 Adopted	FY10 Actual	FY11 Estimate	FY12 Adopted	FY10 Actual	FY11 Estimate	FY12 Adopted
<b>Revenues:</b>									
Taxes	\$60,344,592	\$66,169,272	\$68,406,266	\$3,823,211	\$3,736,192	\$3,616,117	\$2,165,861	\$2,600,000	\$2,600,000
Licenses and Permits	990,769	1,094,981	1,138,800	-	-	-	-	-	-
Fines and Forfeitures	3,259,162	3,650,000	3,650,000	-	-	-	-	-	-
Charges for Services	6,503,193	6,597,227	6,698,257	-	-	-	186,460	-	-
Investment Income	778,068	695,000	715,000	16,862	15,000	12,000	55,029	55,000	55,000
Grants and Contributions	2,476,520	1,551,020	1,201,992	-	-	-	-	-	-
Nonoperating	-	-	-	-	-	-	-	-	-
Other	466,449	561,135	206,440	169	(22,904)	-	2,728	(75,600)	-
<b>Total Revenues</b>	<b>74,818,753</b>	<b>80,318,635</b>	<b>82,016,755</b>	<b>3,840,242</b>	<b>3,728,288</b>	<b>3,628,117</b>	<b>2,410,078</b>	<b>2,579,400</b>	<b>2,655,000</b>
<b>Other financing sources:</b>									
Interfund Transfers In	750,001	750,000	750,000	106,636	107,324	110,184	-	-	-
Proceeds of refunding bonds	-	-	-	-	-	-	-	-	-
<b>Total revenues and other financing sources</b>	<b>\$75,568,754</b>	<b>\$81,068,635</b>	<b>\$82,766,755</b>	<b>\$3,946,878</b>	<b>\$3,835,612</b>	<b>\$3,738,301</b>	<b>\$2,410,078</b>	<b>\$2,579,400</b>	<b>\$2,655,000</b>
<b>Expenditures:</b>									
Personnel Services	\$51,762,890	\$52,719,744	\$55,969,714	-	-	-	-	-	-
Commodities	1,761,332	1,540,082	1,712,818	-	-	-	-	-	-
Contractual Services	15,733,583	17,111,133	20,340,275	-	-	-	173,215	78,423	77,154
Maintenance - Structures	963,500	657,448	2,198,850	-	-	-	152	7,000	7,000
Maintenance - Equipment	494,103	522,578	568,090	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Capital Outlay	284,015	557,481	836,093	-	-	-	-	50,000	50,000
Debt Service	-	-	-	-	-	-	-	-	-
Other	3,287,424	1,517,581	625,812	3,856,473	3,854,724	3,847,014	1,787,230	1,848,700	2,031,724
<b>Total expenditures/expenses</b>	<b>74,286,847</b>	<b>74,626,047</b>	<b>82,251,652</b>	<b>3,856,473</b>	<b>3,854,724</b>	<b>3,847,014</b>	<b>1,960,597</b>	<b>1,984,123</b>	<b>2,165,878</b>
<b>Other financing uses:</b>									
Interfund Transfers Out	452,511	586,248	515,103	-	-	-	-	-	-
Payment to refunding bond escrow agent	-	-	-	-	-	-	-	-	-
<b>Total expenditures and other financing uses</b>	<b>\$74,739,358</b>	<b>\$75,212,295</b>	<b>\$82,766,755</b>	<b>\$3,856,473</b>	<b>\$3,854,724</b>	<b>\$3,847,014</b>	<b>\$1,960,597</b>	<b>\$1,984,123</b>	<b>\$2,165,878</b>

## CITY OF MIDLAND, TEXAS

## COMPARISON OF SOURCES AND USES BY FISCAL YEAR

COMPARISON OF SOURCES AND USES BY FISCAL YEAR											
OPERATING FUNDS (con't)						INTERNAL SERVICE FUNDS					
Proprietary Funds									Totals		
Water and Sewer Fund			Other Enterprise Funds			Internal Service			(Memorandum Only)		
FY10 Actual	FY11 Estimate	FY12 Adopted	FY10 Actual	FY11 Estimate	FY12 Adopted	FY10 Actual	FY11 Estimate	FY12 Adopted	FY10 Actual	FY11 Estimate	FY12 Adopted
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$66,333,664	\$72,505,464	\$74,622,383
-	-	-	-	-	-	-	-	-	990,769	1,094,981	1,138,800
-	-	-	-	-	-	-	-	-	3,259,162	3,650,000	3,650,000
39,066,753	40,155,600	41,222,000	16,609,556	18,048,274	18,667,968	11,235,386	12,362,954	14,256,884	73,601,348	77,164,055	80,845,109
692,475	625,000	617,000	270,476	228,000	228,000	159,659	74,000	79,000	1,972,569	1,692,000	1,706,000
1,045,262	50,000	100,000	454,463	3,385,901	3,336,000	-	-	-	3,976,245	4,986,921	4,637,992
3,133,359	221,561	966,400	581,361	279,007	1,733,400	174,876	47,800	21,200	3,889,596	548,368	2,721,000
-	-	-	132,630	141,000	141,000	-	-	-	601,976	603,631	347,440
43,937,849	41,052,161	42,905,400	18,048,486	22,082,182	24,106,368	11,569,921	12,484,754	14,357,084	154,625,329	162,245,420	169,668,724
-	-	-	452,511	586,248	515,103	-	-	-	1,309,148	1,443,572	1,375,287
-	-	-	-	-	-	-	-	-	-	-	-
\$43,937,849	\$41,052,161	\$42,905,400	\$18,500,997	\$22,668,430	\$24,621,471	\$11,569,921	\$12,484,754	\$14,357,084	\$155,934,477	\$163,688,992	\$171,044,011
5,390,284	5,646,574	6,103,045	5,083,531	5,292,719	5,603,799	1,722,778	1,741,328	1,854,807	63,959,483	65,400,365	69,531,365
1,587,762	1,793,694	1,806,756	1,010,388	1,185,036	1,191,575	3,584,022	3,319,263	3,856,813	7,943,504	7,838,075	8,567,962
18,491,189	22,412,619	22,580,124	6,278,686	6,939,124	7,220,392	659,776	590,718	660,407	41,336,449	47,132,017	50,878,352
301,953	391,199	387,498	348,046	594,622	687,350	5,459	16,500	18,000	1,619,110	1,666,769	3,298,698
320,186	460,183	451,868	103,065	148,379	188,781	1,282,200	896,500	964,250	2,199,554	2,027,640	2,172,989
3,902,037	5,183,000	5,294,000	6,949,662	7,145,200	7,679,156	2,984,384	3,795,500	3,751,918	13,836,083	16,123,700	16,725,074
241,612	232,529	263,528	44,350	41,488	900,379	2,664,020	3,758,081	5,039,450	3,233,997	4,639,579	7,089,450
9,143,034	8,351,872	8,644,244	496,904	536,108	481,319	-	-	-	9,639,938	8,887,980	9,125,563
3,725,729	4,049,158	1,679,780	4,488,653	4,063,954	3,876,366	451,042	313,607	422,217	17,596,551	15,647,724	12,482,913
43,103,786	48,520,828	47,210,843	24,803,285	25,946,630	27,829,117	13,353,681	14,431,497	16,567,862	161,364,669	169,363,849	179,872,366
856,637	857,324	860,184	-	-	-	-	-	-	1,309,148	1,443,572	1,375,287
-	-	-	-	-	-	-	-	-	-	-	-
\$43,960,423	\$49,378,152	\$48,071,027	\$24,803,285	\$25,946,630	\$27,829,117	\$13,353,681	\$14,431,497	\$16,567,862	\$162,673,817	\$170,807,421	\$181,247,653

## CITY OF MIDLAND, TEXAS

**SUMMARY OF REVENUES, APPROPRIATIONS/EXPENSES  
AND CHANGES IN FUND BALANCES/EQUITY**

**OPERATING FUNDS**

	General Fund	Debt Service	Water and Sewer Fund	Airport Fund	Sanitation Fund	Golf Course Fund
Estimated Balance 10/01/2011	\$35,118,203	\$ 387,020	\$179,582,047	\$77,955,253	\$ 1,950,588	\$ 3,808,393
<b>REVENUES</b>						
Taxes	68,406,266	3,616,117				
Licenses and Permits	1,138,800					
Fines and Forfeitures	3,650,000					
Charges for Services	6,698,257	0	41,222,000	5,809,000	10,440,000	1,756,000
Miscellaneous	1,408,432					
Interest	715,000	12,000	617,000	65,000	130,000	25,000
Nonoperating			966,400	369,800	61,000	1,000
Grants and Contributions			100,000	3,200,000	136,000	
Total Revenues	82,016,755	3,628,117	42,905,400	9,443,800	10,767,000	1,782,000
<b>APPROPRIATIONS/EXPENSES</b>						
Personnel Services	56,854,536		6,103,045	1,993,530	2,994,574	615,695
Commodities	1,712,818		1,806,756	95,600	695,975	343,200
Contractual Services	19,455,453		22,580,124	1,754,250	4,091,690	632,200
Maintenance - Structures	2,198,850		387,498	107,750	23,600	37,000
Maintenance - Equipment	568,090		451,868	69,200	61,081	13,500
Debt Service		3,847,014	6,004,370	457,962		23,357
Depreciation			5,294,000	4,677,000	1,067,000	200,000
Miscellaneous	625,812		4,319,654	1,586,000	1,750,553	99,218
Lands - Buildings	100,000		25,000	2,500		
Equipment	736,093		238,528	39,879	33,000	
Total Expenses			47,210,843	10,783,671	10,717,473	1,964,170
Total Appropriations	82,251,652	3,847,014				
Debt Proceeds/(Uses)						
Interfund Transfers In/(Out)	234,897	110,184	(860,184)			0
Estimated Balance 9/30/2012	\$35,118,203	\$ 278,307	\$174,416,420	\$76,615,382	\$ 2,000,115	\$ 3,626,223

**SUMMARY OF FUNDS AVAILABLE FOR APPROPRIATION**

**OPERATING FUNDS**

	General Fund	Debt Service	Water and Sewer Fund	Airport Fund	Sanitation Fund	Golf Course Fund
Estimated Balance 10/01/2011	\$35,118,203	\$ 387,020	\$179,582,047	\$77,955,253	\$ 1,950,588	\$ 3,808,393
Estimated Changes	0	(108,713)	(5,165,627)	(1,339,871)	49,527	(182,170)
Estimated Balance 9/30/2012	\$35,118,203	\$ 278,307	\$174,416,420	\$76,615,382	\$ 2,000,115	\$ 3,626,223

## CITY OF MIDLAND, TEXAS

**SUMMARY OF REVENUES, APPROPRIATIONS/EXPENSES  
AND CHANGES IN FUND BALANCES/EQUITY (continued)**

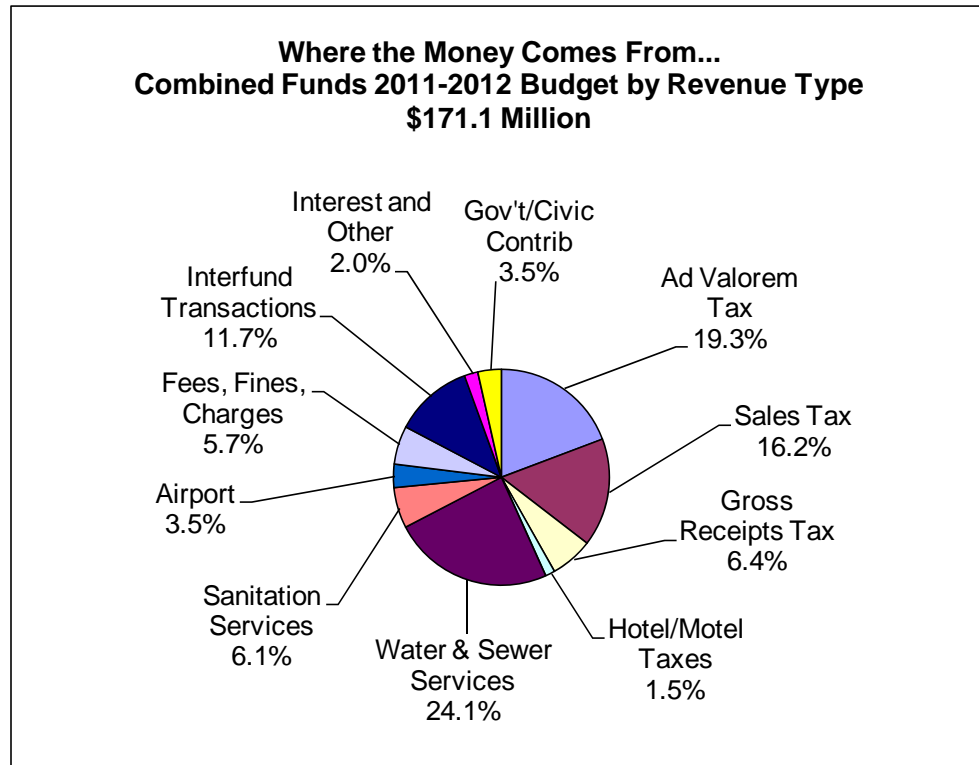
OPERATING FUNDS		INTERNAL SERVICE FUNDS		NONOPERATING FUNDS		TOTAL	
Hotel/ Motel Fund	Scharbauer Sports Complex Fund	Garage Fund	Warehouse Fund	Capital Projects	Proprietary Fund Debt	Memorandum	
\$4,117,260	\$31,281,548	\$20,707,370	\$945,808	\$11,922,186	\$12,990,088	\$380,765,764	Estimated Balance 10/01/2011
							REVENUES
2,600,000						74,622,383	Taxes
						1,138,800	Licenses and Permits
						3,650,000	Fines and Forfeitures
0	667,968	13,416,884	840,000			80,850,109	Charges for Services
						1,408,432	Miscellaneous
55,000	8,000	75,000	4,000			1,706,000	Interest
	1,437,600	21,200				2,857,000	Nonoperating
	0					3,436,000	Grants and Contributions
2,655,000	2,113,568	13,513,084	844,000	0	0	169,668,724	Total Revenues
							APPROPRIATIONS/EXPENSES
		1,784,947	69,860			70,416,187	Personnel Services
	56,800	3,156,413	700,400			8,567,962	Commodities
77,154	742,252	647,901	12,506			49,993,530	Contractual Services
7,000	519,000	16,500	1,500			3,298,698	Maintenance - Structures
	45,000	964,250				2,172,989	Maintenance - Equipment
						10,332,703	Debt Service
	1,735,156	3,700,418	51,500			16,725,074	Depreciation
2,031,724	440,595	397,652	24,565			11,275,773	Miscellaneous
50,000	325,000	51,500				554,000	Lands - Buildings
	500,000	4,987,950				6,535,450	Equipment
	4,363,803	15,707,531	860,331	0	0	91,607,822	Total Expenses
2,165,878						88,264,544	Total Appropriations
				(5,709,803)	(1,409,843)	(7,119,646)	Debt Proceeds/(Uses)
	515,103					0	Interfund Transfers In/(Out)
\$4,606,382	\$29,546,416	\$18,512,923	\$929,477	\$6,212,383	\$11,580,245	\$363,442,476	Estimated Balance 9/30/2012

**SUMMARY OF FUNDS AVAILABLE FOR APPROPRIATION (continued)**

OPERATING FUNDS		INTERNAL SERVICE FUNDS		NONOPERATING FUNDS		TOTAL	
Hotel/ Motel Fund	Scharbauer Sports Complex Fund	Garage Fund	Warehouse Fund	Capital Projects	Proprietary Fund Debt		
\$4,117,260	\$31,281,548	\$20,707,370	\$945,808	\$11,922,186	\$12,990,088	\$380,765,764	Estimated Balance 10/01/2011
489,122	(1,735,132)	(2,194,447)	(16,331)	(5,709,803)	(1,409,843)	(17,323,288)	Estimated Changes
\$4,606,382	\$29,546,416	\$18,512,923	\$929,477	\$6,212,383	\$11,580,245	\$363,442,476	Estimated Balance 9/30/2012

## REVENUES - MAJOR SOURCES AND TRENDS

Although the City's revenues are varied, a limited number of revenue types comprise the majority of its overall revenue. Water and sewer services (24.1%) produce the largest revenue stream. Ad valorem tax (19.3%) is the second largest revenue source, followed closely by sales tax (16.2%). The major component of interfund transactions (11.7%) is Garage Fund charges to other funds. Gross receipts tax (6.4%) is the City's fifth largest source of revenue.



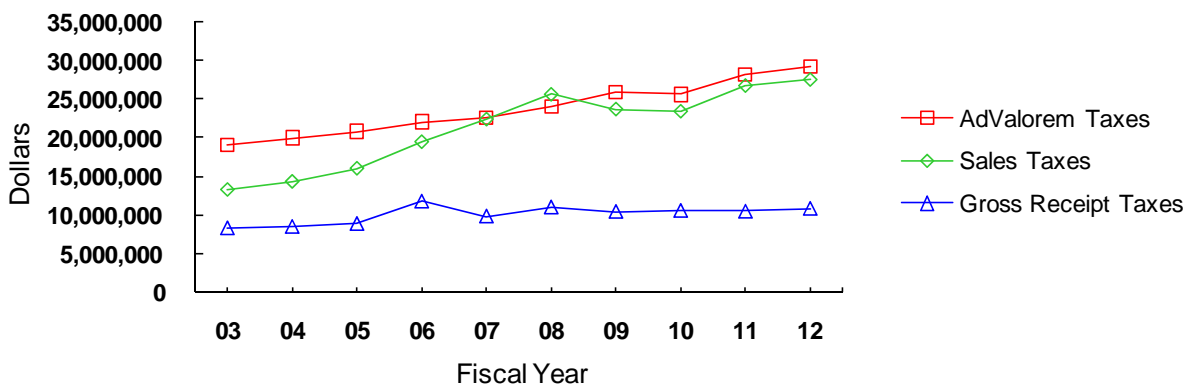
**GENERAL FUND** - There are three major revenue sources in this fund - Ad Valorem Taxes (35%), Sales Taxes (33%) and Gross Receipt Taxes (13%). Together, these represent 81% of all General Fund revenue.

- **Ad Valorem Taxes:** This tax is based on the assessed value of real estate, personal property and minerals within the City's taxing jurisdiction. The prior three years saw additions and valuation increases average 4.93%. The combined additions for this year total 2.66%. Based upon discussions with the Chief Appraiser for Midland Central Appraisal District, a review of permits issued and input from local realtors on the state of city property values, it is anticipated that the combined growth trend will average around 3% per year for next year and near future years.
- **Sales Tax:** During the four years prior to FY2003, Sales Tax grew by an average of 3.89%. A noticeable slowdown in sales tax revenues during FY2003 was followed by a nice recovery from FY2004 through FY2007. Fiscal Year 2008 receipts were 18.12% over budget, FY2009 was 1.7% below budget, FY2010 was to be 2.8% below budget and FY2011 is estimated to be 17.5% over budget. Sales tax revenue is affected by both changes in population and the state of the local economy. Trends in the oil and gas industry appear to reveal a strengthening of the base for a substantial part of our local economy which is revealed by a substantial growth in current year over previous year sales revenue in excess of 30%.

### REVENUES - MAJOR SOURCES AND TRENDS (continued)

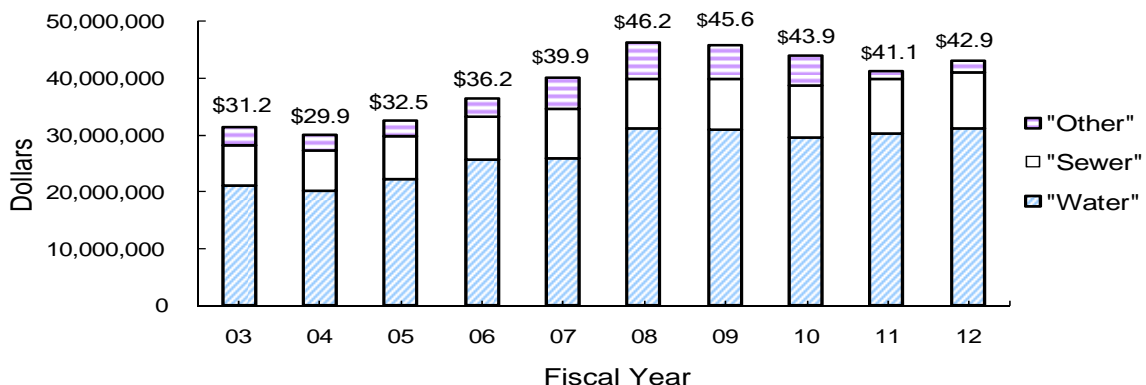
- Gross Receipts Taxes:** Gross receipts taxes are paid by utility providers for their use of City streets, alleys and property in providing their services. Projections are based on historical data trends, adjusted for population and other factors known to impact this revenue. Demands for utility services have continued to increase and escalation clauses in contracts continue in effect. Energy prices appear to have stabilized in a range which encourages increased activity, providing for more stable revenue streams of some service providers and resulting in a more level revenue stream to the City. This price stabilization has led to an improving projection for Fiscal Year 2012. Based upon the appearance of a stable local economy, this trend is expected to continue in a pattern of growth, similar to the trend in Ad Valorem base and Water & Sewer connections.

**General Fund Revenue Trends**  
Actual Fiscal Year 2003 through 2010; Estimated 2011; Budgeted 2012



**WATER AND SEWER FUND** - The major revenues are net water sales and net sewer service. The customer base has grown between 2% and 3% per year thru the last five years. The trend projection for new connections of a two percent increase is conservative. A tiered water rate system implemented in October 2006 and revised in 2009 created the increase in water sales depicted below. This increase was necessary to fund increasing operating costs and ongoing infrastructure replacement. The graphic below provides a clear picture of the changing nature of water revenues during the regional drought and the anticipated drier year of water revenues with rainfall below normal levels. The graph also demonstrates the stable nature of sewer revenues across years and a small, slightly variable, stream of other revenues.

**Water and Sewer Revenue Trends**  
Actual 2003 through 2010; Estimated 2011; Budgeted 2012



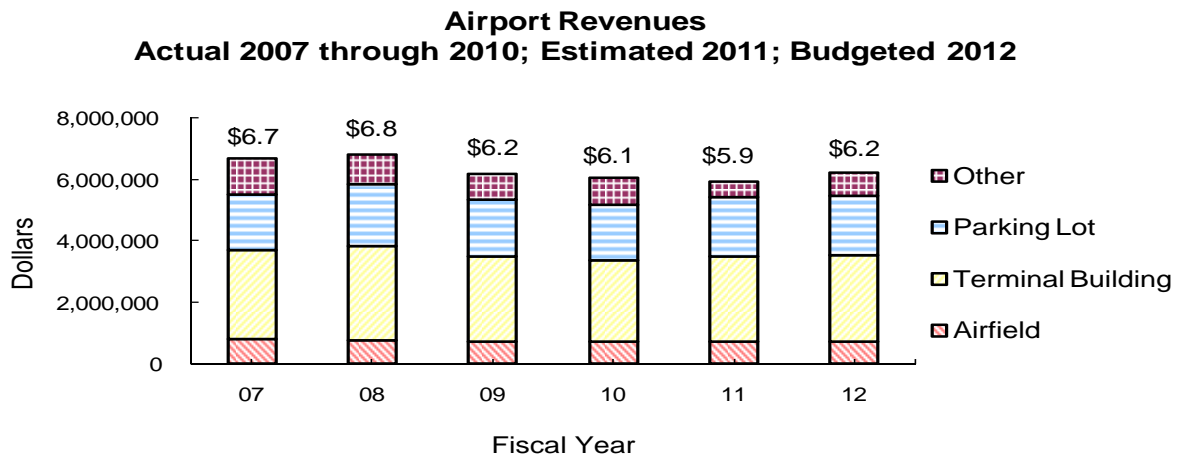


## REVENUES - MAJOR SOURCES AND TRENDS (continued)

**SANITATION FUND** - The major revenue is net sanitation service to residential and commercial customers. This fee covers both the collection and disposal of waste, and is based on the number of current accounts plus anticipated growth. There is some competition for the commercial service. Revenues will increase because of a substantial increase in rates to cover expanding service areas and continuing increases in landfill costs.

**GOLF COURSE FUND** – Major revenues for this fund include daily green fees and golf cart rentals. The thirty-six (36) hole capacity enables tournament play while maintaining daily fee play. Revisions to the management structure of the course were adopted during FY 2009 in an effort to make the course totally self-supporting. The fee structure coupled with cost containment efforts provides adequate revenues for the course to be self-supporting.

**AIRPORT FUND** - The major revenues of airfield landing fees, terminal building space rentals to the airlines, and parking fees to travelers are all connected to the volume of travel to and from Midland. Estimated Airport Fund revenues reflect Airport Improvement Program Grant revenues (other revenue in the graph below) of \$3.2 million dollars. The graph below provides four years of actual history for these revenue streams with an estimate for fiscal year 2011. Revenues in the graph for fiscal year 2012 are as budgeted.



**HOTEL/MOTEL FUND** - Occupancy Tax revenue is the primary revenue source in this fund, and is budgeted at \$220,000 above the previous year as a result of several new hotels. Historical trends are used as a basis for budget projections, tempered by population and economic factors. The trend is being driven by the recovering oil and gas markets.

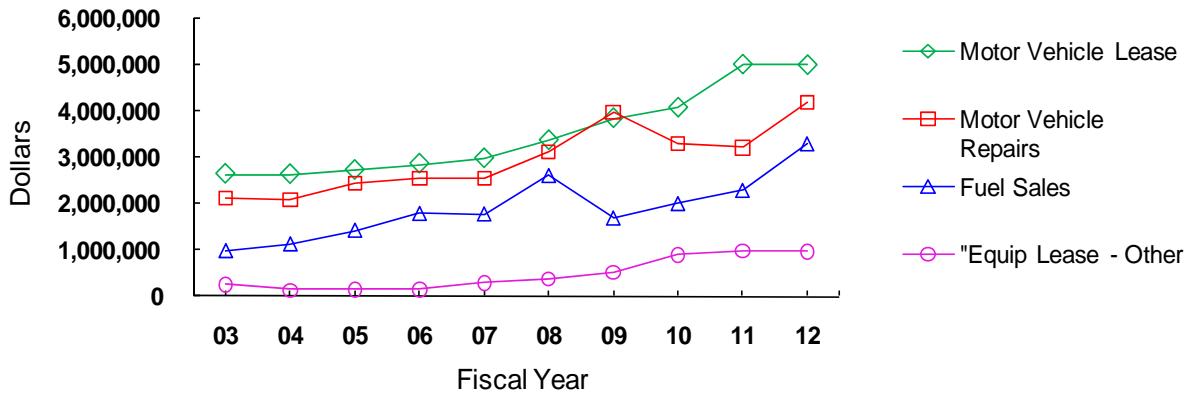
**DEBT SERVICE FUND** – The major revenue source for this fund is ad valorem taxes. The portion of ad valorem tax allocated to this fund is determined by calculating funding necessary to cover debt service requirements for the upcoming year after consideration of current fund balance and estimated interest earnings.

**GARAGE FUND** - This fund is an internal service fund which provides fleet, construction and maintenance equipment to the operating funds. The graph below depicts the four major sources of the charges to other funds. Vehicle lease and repairs are a function of the age of equipment used by the operating funds. Changes in fuel sales revenue is tied closely to the price of fuel.

**REVENUES - MAJOR SOURCES AND TRENDS (continued)**

The scope of the fund has been broadened in recent years to include the acquisitions of other major assets used by the operating funds.

**Garage Fund Revenue Trends**  
**Actual Fiscal Year 2003 through 2010; Estimated 2011; Budgeted 2012**

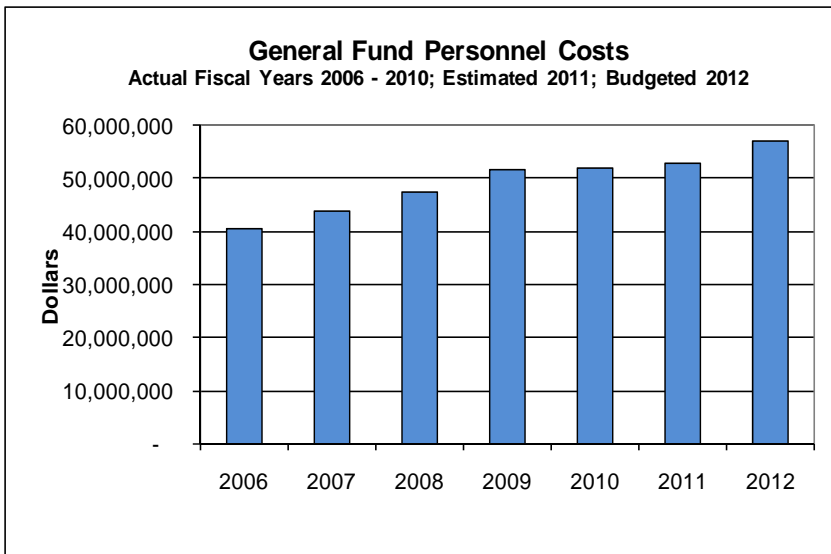


The revenues listed above represent over 75% of the total City operating budget. Please see the Budget message (page i through x) and Significant Changes in Revenue/ Expense (page xxii) for more detail and graphics of revenue history and trends.

## SIGNIFICANT CHANGES IN REVENUES, EXPENDITURES/EXPENSES AND CHANGES IN FUND BALANCES/EQUITY

**GENERAL FUND** – Total General Fund revenues are anticipated to increase by \$7,044,418 for fiscal year 2012 over budgeted fiscal year 2011 revenues. Major components of this increase are a \$4,799,511 increase in sales tax revenue and a \$1,064,787 increase in property tax collections.

Significant expenditure changes include a 3% cost of living increase for all employees, the reinstatement of step progression for all certified police officers and firemen, the addition of six fire fighters, relocation and replacement of outdoor warning sirens and the reinstatement of the street paving program. Contractual services increased \$1,853,420 for several reasons, including

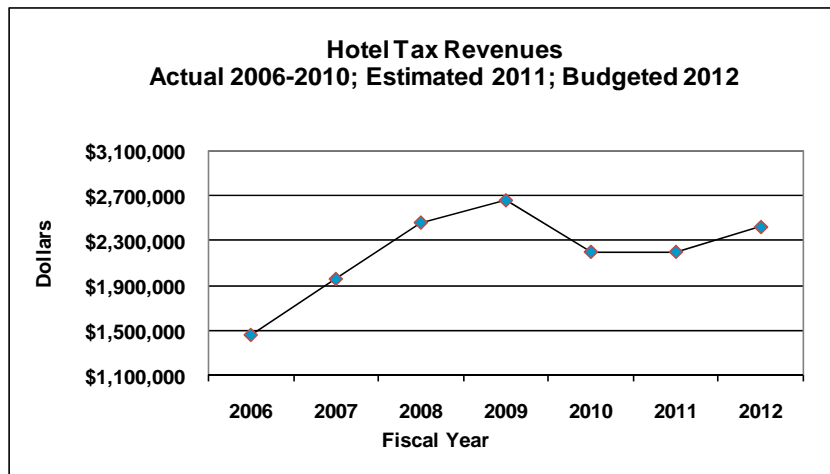


\$1,351,785 additional hire of equipment costs related to rising fuel prices and new equipment and \$120,200 increase in consulting fees for zoning updates. In addition, the maintenance of streets and roadways has increased by \$1,500,000. Due to a decrease in anticipated grant revenues, there is a corresponding reduction of \$302,679 in matching expenditures.

Fund Balance is expected to remain unchanged from Fiscal Year 2011.

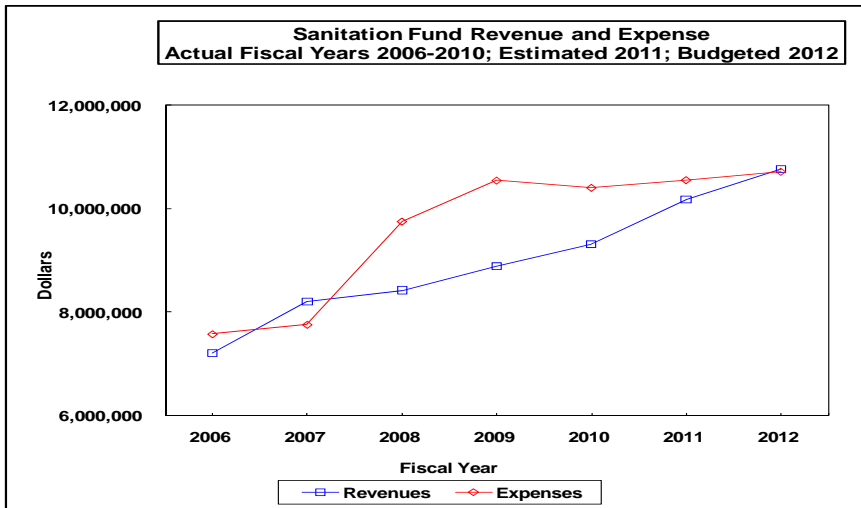
**DEBT SERVICE FUND** – There is a \$120,075 decrease in budgeted ad valorem revenue for Fiscal Year 2012. Expenditures for debt service costs remain relatively unchanged from Fiscal Year 2011. The ending balance for the fund is approximately one-twelfth of the anticipated Fiscal Year 2011 tax supported debt service costs for the issues serviced by the Fund.

**HOTEL/MOTEL FUND** – Hotel occupancy taxes are budgeted at \$220,000 above the previous year. Occupancy rates are expected to increase in 2012. The impact on fund balance, however, is expected to be minimal due to the \$182,029 increase of expenditures. Funds not appropriated in this budget will be used for other eligible expenditures in the near future.



## SIGNIFICANT CHANGES IN REVENUES, EXPENDITURES/EXPENSES AND CHANGES IN FUND BALANCES/EQUITY (continued)

**WATER AND SEWER FUND** – This fund generates adequate working capital and provides adequate revenues to meet any bond covenant requirements. However, revenues at the current level do not completely cover all of the cost of depreciation and therefore results in a decreasing Fund Equity.



**SANITATION FUND** – A \$2 rate increase per residential household was implemented in 2010 to offset costs associated with unfunded federal mandates related to operation of the landfill and to improve fund equity in this fund. Revenues generated should provide adequate cash flow to meet the operating needs of the fund and provide for small capital expenditures.

**AIRPORT FUND** – The major revenues in this fund are airfield landing fees, terminal building rentals and parking lot fees. Estimated Airport Fund revenue reflects an increase of \$279,577 of fiscal year 2012 over the budgeted fiscal year 2011 revenue. Estimated Airport Fund expenses, exclusive of matching expenses on grants, are up \$435,325 mainly due to depreciation expense, which reflects \$464,000 more than fiscal year 2011.

**SCHARBAUER SPORTS COMPLEX FUND** – Fiscal year 2012 operating revenues, \$2,628,671, and expenses, \$4,363,827, are budgeted to provide a cash flow of \$0 after consideration of \$1,735,156 in depreciation expense. The Fund Balance is made up almost entirely of capitalized construction costs.

**GARAGE FUND** – This fund is an internal service fund which provides fleet, construction and maintenance equipment to the operating funds. The Garage Fund is anticipated to have a \$1.5 million cash flow in fiscal year 2012 and a \$1.7 million cash flow in FY2011. The Garage Fund budget increased \$1,907,620 or 13.82% due to a combination of factors. Capital items represent the majority of this amount and fuel costs are expected to increase \$474,800, or 24.7% above fiscal year 2011.

**NONOPERATING FUNDS** – The decrease in the Fund Balance of these funds is directly attributable to the expenditure of funds that have been appropriated for projects currently under way. Any additional appropriations for future projects will result in further decreases in these estimated balances.

## COMPARATIVE REVENUES AND EXPENDITURES OPERATING FUNDS

	<u>CURRENT BUDGET* FY11</u>	<u>PROPOSED BUDGET FY12</u>	<u>INCREASE OR DECREASE</u>
<b>REVENUES:</b>			
General Fund Opns.**	\$ 75,722,337	\$ 82,766,755	\$ 7,044,418
Tax Supported Debt	3,853,516	3,738,301	(115,215)
Hotel/Motel	2,416,000	2,655,000	239,000
Water & Sewer	43,563,150	42,905,400	(657,750)
Sanitation	9,344,600	10,767,000	1,422,400
Golf Course***	1,746,600	1,782,000	35,400
Airport****	9,164,223	9,443,800	279,577
Scharbauer Sports Complex*****	1,659,592	2,628,671	969,079
Garage*****	11,760,494	13,513,084	1,752,590
Warehouse*****	868,500	844,000	(24,500)
Technology*****	<u>313,014</u>	<u>64,013</u>	<u>(249,001)</u>
<b>TOTAL REVENUE</b>	<b>\$ <u>160,412,026</u></b>	<b>\$ <u>171,108,024</u></b>	<b>\$ <u>10,695,998</u></b>
<b>EXPENDITURES:</b>			
General Fund Opns.	75,883,672	82,766,755	6,883,083
Tax Supported Debt	3,855,119	3,847,014	(8,105)
Hotel/Motel	1,983,849	2,165,878	182,029
Water & Sewer	49,631,410	48,071,027	(1,560,383)
Sanitation	10,276,437	10,717,473	441,036
Golf Course	1,902,857	1,964,170	61,313
Airport	10,348,346	10,783,671	435,325
Scharbauer Sports Complex	3,466,592	4,363,803	897,211
Garage	13,799,911	15,707,531	1,907,620
Warehouse	813,842	860,331	46,489
Technology	<u>75,000</u>	<u>30,000</u>	<u>(45,000)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>172,037,035</u></b>	<b>\$ <u>181,277,653</u></b>	<b>\$ <u>9,240,618</u></b>

\* FY11 Operating budget as amended through 3-31-11.

\*\* General Fund as proposed requires \$0 from reserves.

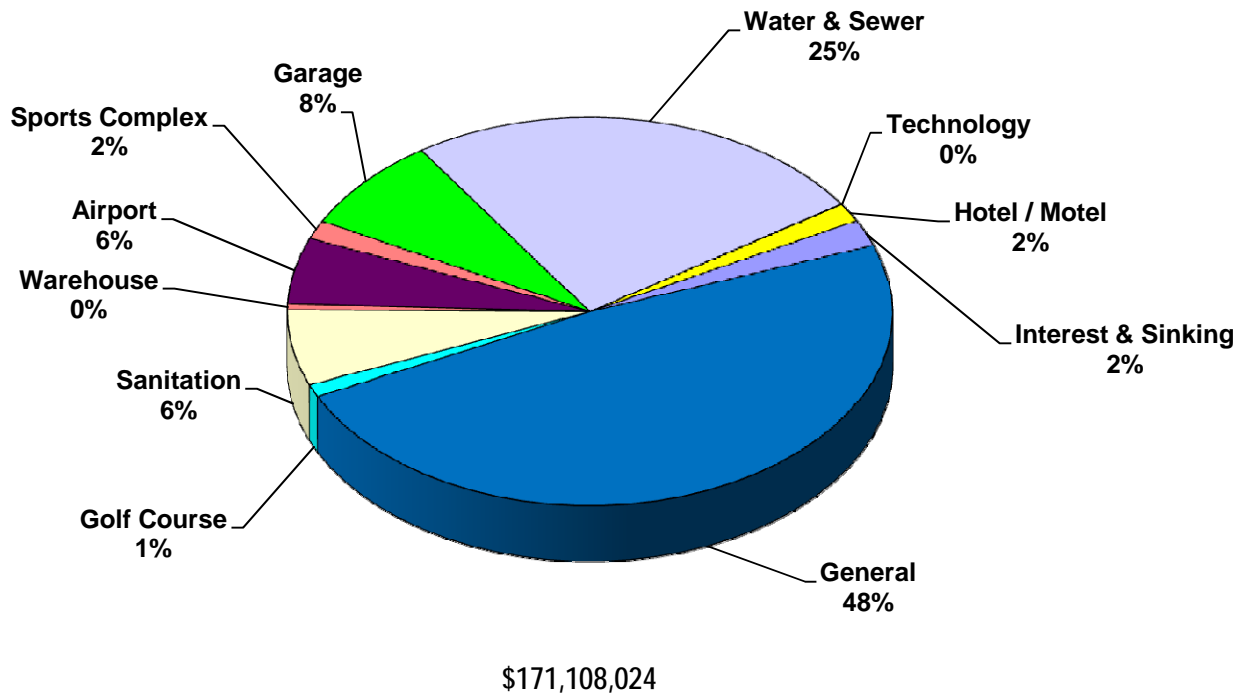
\*\*\* Golf Course includes a \$0 transfer from General Fund.

\*\*\*\* Sports Complex includes a \$515,103 transfer from General Fund.

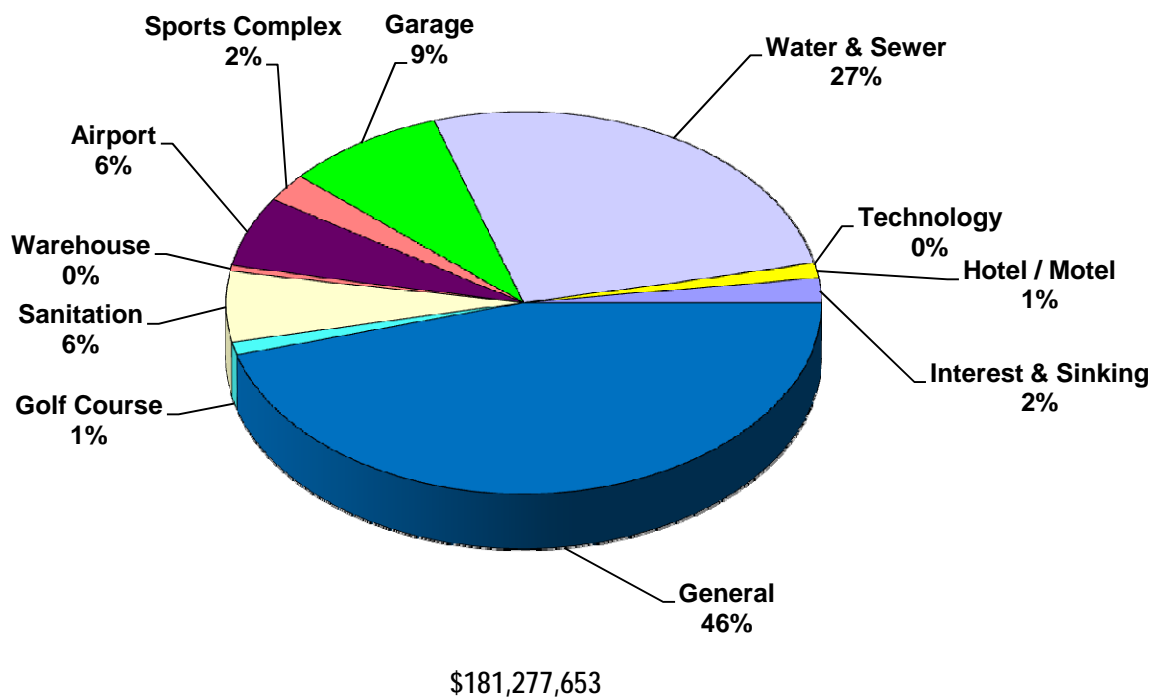
\*\*\*\*\* Includes \$3,200,000 of grant revenues restricted to FAA approved capital projects.

\*\*\*\*\* These Funds derive revenue from the other Operating Funds.

### Combined Fund Revenues As Budgeted For Fiscal Year 2012



### Combined Fund Expenditures / Expenses As Budgeted For Fiscal Year 2012



**ESTIMATED AD VALOREM TAX REVENUE  
BUDGET YEAR 2011-2012 (FY12)**

2011 ESTIMATED TAXABLE VALUE:		\$ 6,936,423,398
TAX RATE PER \$100 OF VALUATION		<u>0.470540</u>
TOTAL 2011 TAX LEVY (estimated)		<u><u>32,638,647</u></u>
ESTIMATED 2011 REVENUES AT COLLECTION RATE OF	98.00%	31,985,874
ESTIMATED DELINQUENT COLLECTIONS AT 2% OF PREVIOUS YEAR	\$31,949,397	<u>638,988</u>
ESTIMATED TOTAL COLLECTIONS		<u><u>32,624,862</u></u>
CURRENT INTEREST AND SINKING FUND LEVY		<u><u>3,613,099</u></u>
GENERAL FUND OPERATIONS		\$ <u><u>29,008,745</u></u>

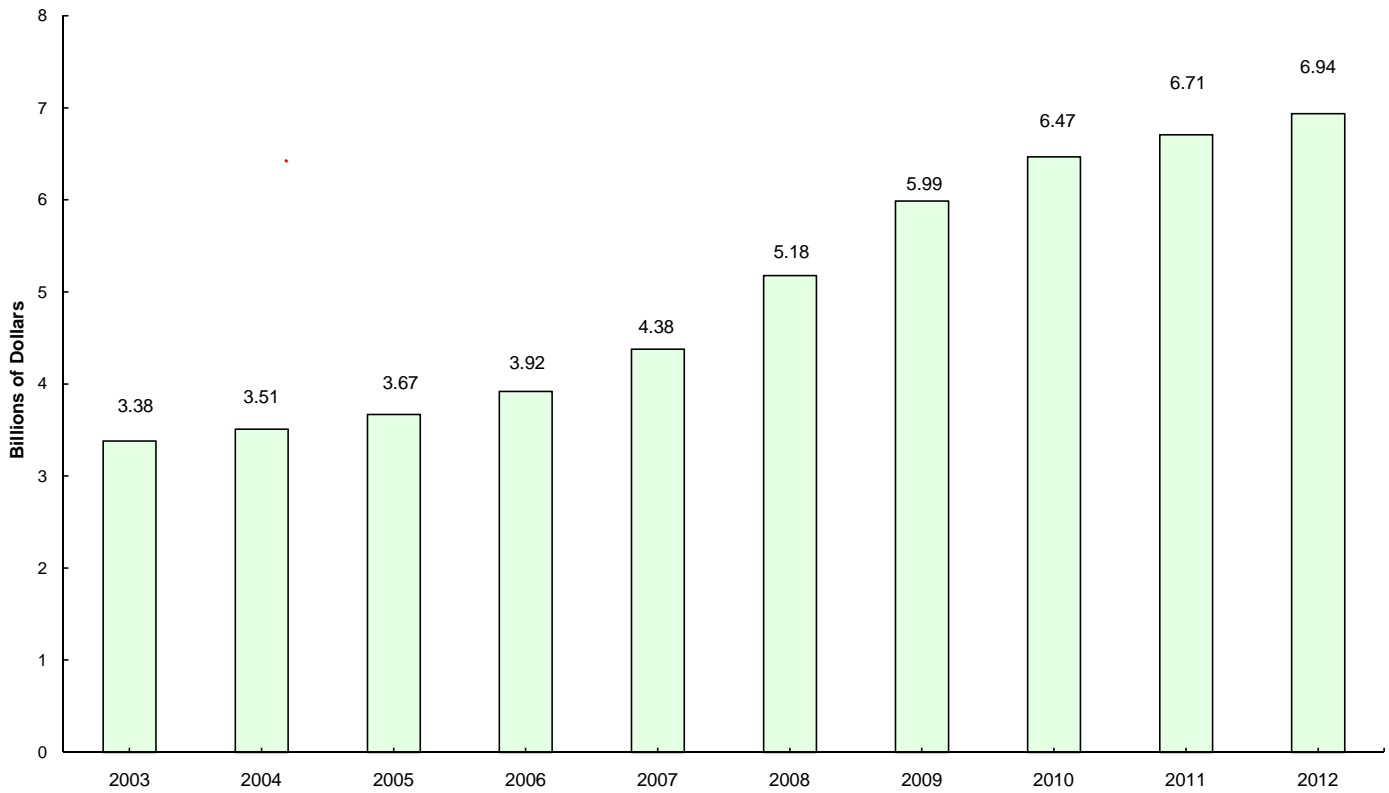
**ESTIMATED DISTRIBUTION OF  
TAX RATE AND REVENUE FROM 2010 AND PRIOR ROLLS**

	<u>RATE</u>	<u>PERCENT</u>	<u>AMOUNTS</u>
GENERAL	\$0.41719	88.22%	\$ 563,708
INTEREST AND SINKING FUND	<u>0.05566</u>	<u>11.78%</u>	<u>75,280</u>
TOTAL	<u><u>\$0.47285</u></u>	<u><u>100.00%</u></u>	\$ <u><u>638,988</u></u>

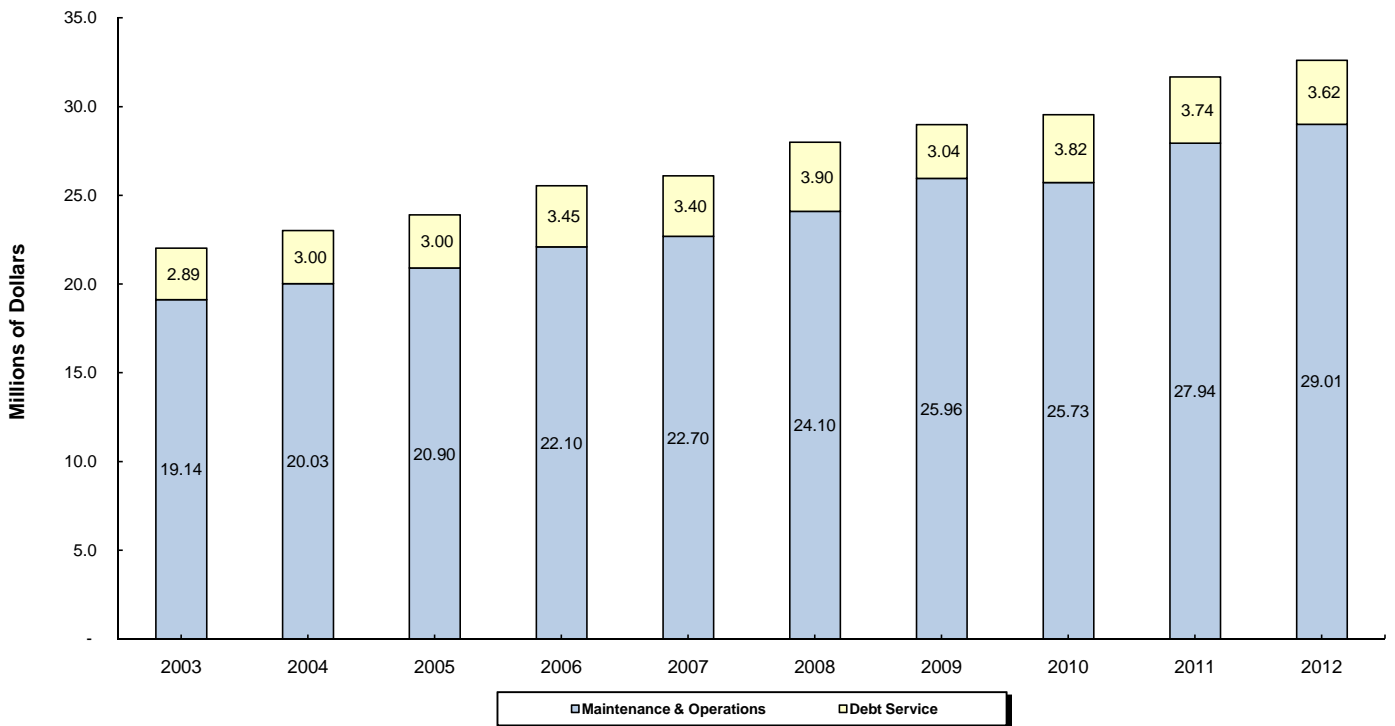
**PROPOSED DISTRIBUTION OF  
TAX RATE AND REVENUE FROM 2011 ROLL**

	<u>CURRENT RATE</u>	<u>CURRENT PERCENT</u>	<u>CURRENT AMOUNTS</u>
GENERAL	\$0.41845	88.93%	\$ 28,445,037
INTEREST AND SINKING FUND	<u>0.05209</u>	<u>11.07%</u>	<u>3,540,837</u>
TOTAL	<u><u>\$0.47054</u></u>	<u><u>100.00%</u></u>	\$ <u><u>31,985,874</u></u>

**Assessed Property Tax Valuations  
Actual Fiscal Years 2003 - 2011; Estimated 2012**

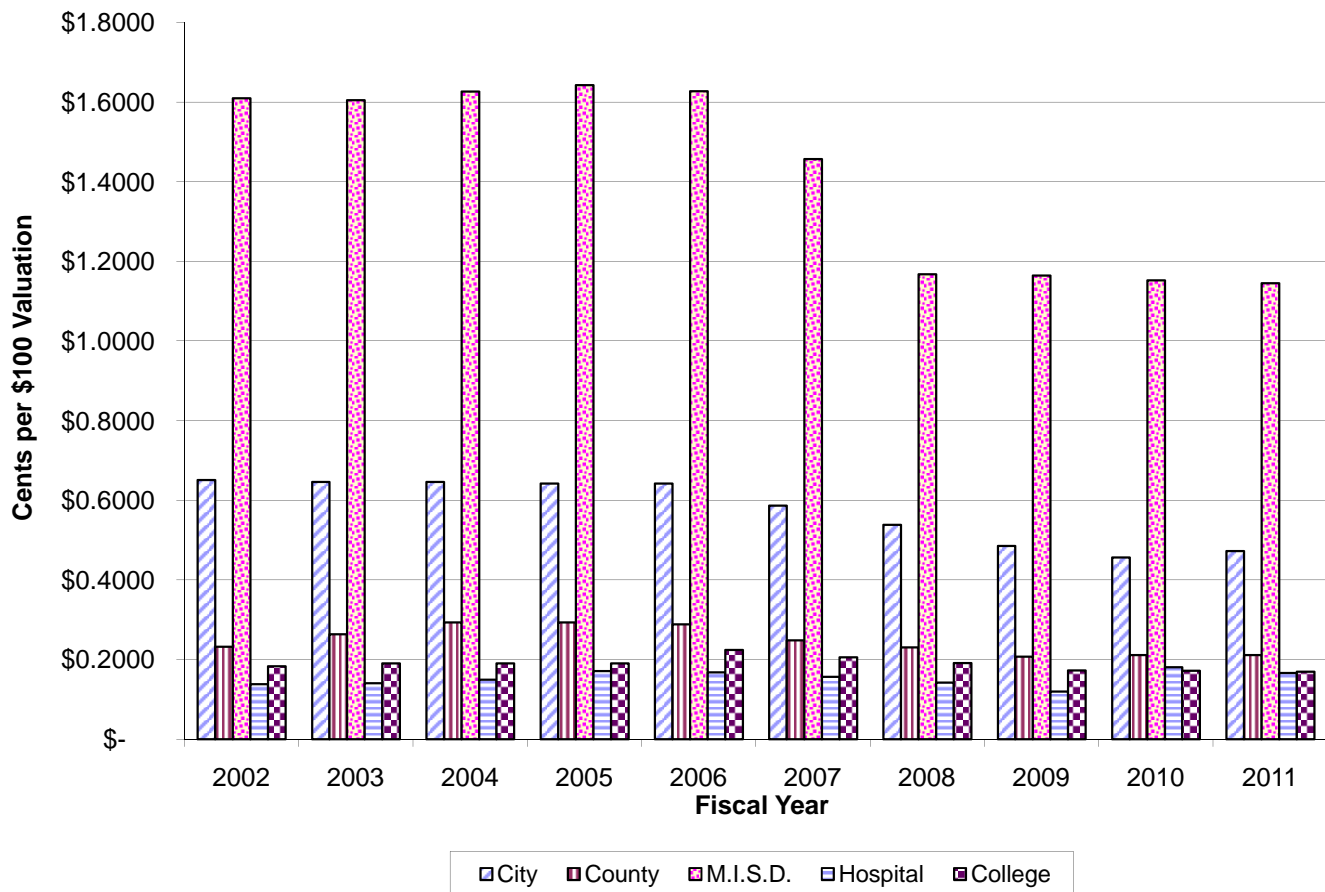


**Property Tax Collections  
Actual Fiscal Years 2003 - 2010; Estimated Fiscal Year 2011;  
Budgeted 2012**





### Overlapping PropertyTax Rates Fiscal Years 2002 through 2011



### City of Midland Overlapping Property Tax Rates Fiscal Years 2001 through 2011

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
City	\$ 0.6510	\$ 0.6464	\$ 0.6464	\$ 0.6424	\$ 0.6420	\$ 0.5870	\$ 0.5386	\$ 0.4859	\$ 0.4568	\$ 0.47285
County	0.2325	0.2637	0.2938	0.2939	0.2885	0.2488	0.2305	0.2075	0.2118	0.21181
M.I.S.D.	1.6100	1.6050	1.6269	1.6425	1.6275	1.4575	1.1681	1.1651	1.1526	1.14505
Hospital	0.1381	0.1412	0.1499	0.1715	0.1684	0.1571	0.1423	0.1202	0.1813	0.16633
College	0.1832	0.1906	0.1906	0.1906	0.2247	0.2062	0.1911	0.1729	0.1719	0.16990
<b>Total</b>	<b>\$ 2.8148</b>	<b>\$ 2.8469</b>	<b>\$ 2.9076</b>	<b>\$ 2.9409</b>	<b>\$ 2.9511</b>	<b>\$ 2.6566</b>	<b>\$ 2.2706</b>	<b>\$ 2.1515</b>	<b>\$ 2.1744</b>	<b>\$ 2.16594</b>

## SUMMARY OF PERSONNEL BY DEPARTMENT AND UNIT

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>Legislative (000)</b> Legislative (0000)	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b>Administration (005)</b> City Manager's Office (0005) Public Information Office (0007) Internal Audit (0045) <div style="text-align: right;">TOTAL</div>	<u>5.00</u> <u>0.00</u> <u>1.00</u> <u>6.00</u>	<u>5.00</u> <u>0.00</u> <u>1.00</u> <u>6.00</u>	<u>5.00</u> <u>2.00</u> <u>1.00</u> <u>8.00</u>
<b>Municipal Court (010)</b> Municipal Court (0010)	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>
<b>Legal (015)</b> Legal (0015)	<u>8.00</u>	<u>7.50</u>	<u>7.50</u>
<b>City Secretary (020)</b> City Secretary (0020)	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>Administrative Services (025)</b> Administrative Services (0025) Employee Health (0026) <div style="text-align: right;">TOTAL</div>	<u>6.00</u> <u>2.00</u> <u>8.00</u>	<u>6.00</u> <u>2.00</u> <u>8.00</u>	<u>6.00</u> <u>2.00</u> <u>8.00</u>
<b>Information Systems (030)</b> Information Systems Administration (0030) Communications (0031) Information Systems (0032) Communications Maintenance (0033) <div style="text-align: right;">TOTAL</div>	<u>3.00</u> <u>31.00</u> <u>18.00</u> <u>1.00</u> <u>53.00</u>	<u>3.00</u> <u>0.00</u> <u>19.00</u> <u>0.00</u> <u>22.00</u>	<u>3.00</u> <u>31.00</u> <u>18.00</u> <u>1.00</u> <u>53.00</u>
<b>Finance (035)</b> Accounting (0035) Investments (0037) Meter Shop (0340) Customer Service (0345) <div style="text-align: right;">TOTAL</div>	<u>16.00</u> <u>1.00</u> <u>6.00</u> <u>24.00</u> <u>47.00</u>	<u>16.00</u> <u>1.00</u> <u>6.00</u> <u>24.00</u> <u>47.00</u>	<u>16.00</u> <u>1.00</u> <u>6.00</u> <u>24.00</u> <u>47.00</u>
<b>General Services (040)</b> Purchasing (0040) Facilities Services (0041) Risk Management (0042) Communications Maintenance (0043) Vehicle Service (0751) Garage (0752) Warehouse (0760) <div style="text-align: right;">TOTAL</div>	<u>4.05</u> <u>5.15</u> <u>2.00</u> <u>0.00</u> <u>10.80</u> <u>18.00</u> <u>2.00</u> <u>42.00</u>	<u>5.05</u> <u>5.15</u> <u>2.00</u> <u>1.00</u> <u>10.80</u> <u>18.00</u> <u>1.00</u> <u>43.00</u>	<u>5.05</u> <u>5.15</u> <u>2.00</u> <u>0.00</u> <u>10.80</u> <u>18.00</u> <u>1.00</u> <u>42.00</u>

## SUMMARY OF PERSONNEL BY DEPARTMENT AND UNIT

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>Development Services (075)</b>			
Planning and Development (0055)	6.00	6.00	6.00
CDBG Administration (0056)	3.00	3.00	3.00
Code Administration (0060)	23.00	23.00	23.00
GIS Administration (0075)	6.00	6.00	6.00
Engineering Services (0080)	16.00	15.00	15.00
Transportation (0085)	63.00	63.00	63.00
TOTAL	<u>117.00</u>	<u>116.00</u>	<u>116.00</u>
<b>Community Services (090)</b>			
Parks (0090)	41.00	40.00	40.00
Animal Services (0091)	13.00	13.00	13.00
Recreation (0093)	4.00	4.00	4.00
Health and Senior Services (0100)	21.00	19.00	19.00
Golf Course (0410)	7.00	7.00	7.00
Pro Shop Operations	3.00	3.00	3.00
TOTAL	<u>89.00</u>	<u>86.00</u>	<u>86.00</u>
<b>Police (110)</b>			
VCLG Program (0105)	1.00	1.00	1.00
Airport Police (0107)	14.00	14.00	14.00
Communications (0108)	0.00	31.00	0.00
Police Administration (0111)	13.00	13.00	13.00
Support Services (0112)	44.00	43.00	44.00
Field Operations (0113)	122.00	122.00	120.00
Investigative Services (0114)	45.00	46.00	47.00
TOTAL	<u>239.00</u>	<u>270.00</u>	<u>239.00</u>
<b>Fire (115)</b>			
Fire (0115)	171.00	171.00	177.00
Fire Training (0116)	4.00	4.00	4.00
Fire Prevention (0119)	8.00	8.00	8.00
Emergency Medical Services (0120)	3.00	3.00	3.00
Airport Fire (0122)	13.00	13.00	13.00
TOTAL	<u>199.00</u>	<u>199.00</u>	<u>205.00</u>
<b>Nondepartmental (150)</b>			
Nondepartmental (0150)	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>
<b>Utilities (300)</b>			
Utilities Administration (0300)	4.00	4.00	4.00
Environmental Compliance (0301)	10.00	11.00	6.00
Paul Davis Well Field Operation (0305)	2.00	2.00	2.00
Airport Well Field & Tower Operation (0306)	2.00	2.00	2.00

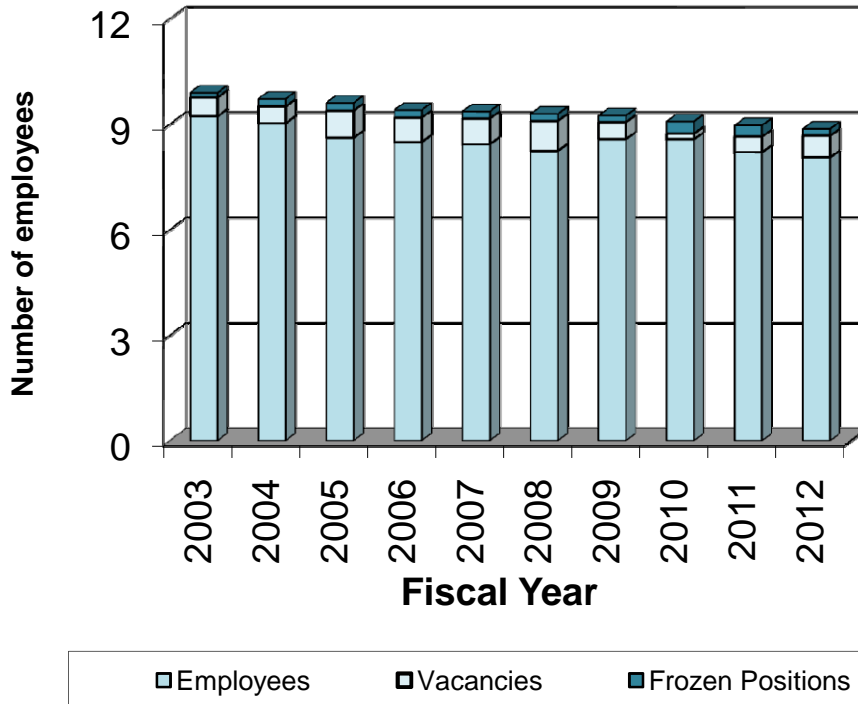
## SUMMARY OF PERSONNEL BY DEPARTMENT AND UNIT

DEPARTMENT / UNIT	FULL-TIME EMPLOYEES		
	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>Utilities (300) (continued)</b>			
Water Pollution Control Plant (0310)	11.00	11.00	14.00
Spraberry Farm (0315)	4.00	4.00	4.00
Purification Plant (0320)	14.00	15.00	17.00
Water and Sewer Operations (0335)	32.00	32.00	32.00
TOTAL	<u>79.00</u>	<u>81.00</u>	<u>81.00</u>
<b>Sanitation (430)</b>			
Solid Waste Management (0400)	43.00	46.00	46.00
Landfill (0405)	10.00	12.00	12.00
TOTAL	<u>53.00</u>	<u>58.00</u>	<u>58.00</u>
<b>Airport (500)</b>			
Airport Operations (0500)	<u>34.00</u>	<u>34.00</u>	<u>34.00</u>
 <b>TOTAL CITY PERSONNEL</b>	 <u><u>1,009.00</u></u>	 <u><u>1,012.50</u></u>	 <u><u>1,018.50</u></u>

## SUMMARY OF PERSONNEL BY FUND

FUND	FULL-TIME EMPLOYEES		
	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
General Fund	772.20	769.70	775.70
Water and Sewer Fund	109.00	111.00	111.00
Sanitation Fund	53.00	58.00	58.00
Golf Course Fund	10.00	10.00	10.00
Airport Fund	34.00	34.00	34.00
Garage Fund	28.80	28.80	28.80
Warehouse Fund	2.00	1.00	1.00
TOTAL	<u><u>1,009.00</u></u>	<u><u>1,012.50</u></u>	<u><u>1,018.50</u></u>

**City of Midland  
Employees per 1,000 Population  
Fiscal Years 2003 through 2012**



In the graph above, Employees represents the actual number of employees on the City payroll, Vacancies are budgeted positions waiting to be filled. Frozen Positions are unfunded budget positions which may be filled only upon approval of the City Manager.

<u>Fiscal Year</u>	<u>Population</u>	<u>Actual Number of Employees</u>	<u>Vacant Positions</u>	<u>Frozen Positions</u>	<u>Budget Positions</u>
2003	97,230	897	52	13	962
2004	98,285	887	47	21	955
2005	99,623	858	77	22	957
2006	102,073	866.5	71	22	959.5
2007	104,156	878	76	21	975
2008	106,561	878	91	21	990
2009	108,666	932	52.5	20	1004.5
2010	111,147	953	18	38	1009
2011	112,909	926.5	50	36	1012.5
2012	114,852	925.5	71	22	1018.5

Actual Number of Employees represents employees on the City payroll as of September 30 of each year. Fiscal year 2011 is estimated and 2012 is budgeted.

To meet the demands of a growing city, six additional firefighters are included in the 2012 budget at a cost of \$375,000. During 2011, the City realized a need for emphasis on environmental compliance issues. The former Water and Wastewater Operations Administration was renamed Environmental Compliance and the position of Lab Administrator was added. This reorganization had no budgetary impact, but resulted in several positions being moved to other divisions within the Utilities department for the 2012 budget, including a superintendent, three electronics technicians and an administrative assistant. Due to improved economic conditions, many of the positions that were frozen last year have been reopened. Vacancies, however, began to increase during 2011 due to a tight labor market. This trend is expected to continue in 2012 as competition with local employers increases due to a growing economy. The inability to fill these positions is expected to yield a budgetary savings of \$350,000.

**QUICK FACTS**

\* **LOCATION:** West Texas, midway between Dallas / Fort Worth and El Paso along Interstate 20 with an area of 71.32 square miles

\* **WEATHER:** March/71° ; June/93°  
September/86° ; December/58°

\* **FORM OF GOVERNMENT:** Council-Manager

\* **CITY PROPERTY TAX RATE:** .47054 / \$100 valuation

\* **MEDIAN AGE:** Female - 34.5; Male - 31.8

\* **MEDIAN HOUSEHOLD INCOME:** \$50,044

\* **EDUCATION:**

University of Texas at the Permian Basin - 4 year University  
Midland Community College - 2 year Community College  
Advanced Technology Center - Workforce Training Center  
Midland Independent School District -  
3 high schools  
2 freshman high schools  
4 junior high schools  
24 elementary campuses  
4 special purpose centers  
9 private schools

\* **HEALTHCARE:**

3 Hospital (4 Facilities)  
260 Doctors  
10 Nursing/Retirement Homes

\* **CHURCHES:** 137 - All Denominations

\* **ENTERTAINMENT:**

14 Movie Screens/ 1 Movie Theatres  
Drive in Movie/ 3 Screens  
Midland Community Theatre  
Midland/Odessa Symphony and Chorale  
Commerative Air Force Museum  
Petroleum Museum  
Museum of the Southwest  
George W. Bush Childhood Home  
Midland Rockhounds AA Affiliate of Oakland A's



\* **ETHNICITY PERCENT:**

White - 71.8% ; Hispanic - 37.5% ;  
Black - 7.8% ;  
Asian Pacific Islander - 1.0%

Due to methods used to determine ethnicity,  
the total of these numbers is greater than 100%

\* **TRANSPORTATION:**

4 Major airlines  
Interstate 20, State Highway 349  
East West Rail Line - Union Pacific  
Mass Transit - EZ Rider - 6 Routes

\* **RECREATION:**

41 playgrounds, 2 public pools  
2 public/daily fee gold courses  
4 private gold courses  
8 tennis courts, 52 soccer fields  
64 baseball and softball fields  
50 park sites  
Skate Park  
Scharbauer Sports Complex:  
minor league baseball stadium  
high school football/soccer stadium  
One public community center  
One public library

\* **MEDIA:**

ABC, NBC, CBS, FOX,  
Univision, Telemundo, and PBS  
3 AM & 13 FM Radio Stations  
Midland Reporter -Telegram:  
22,000 plus circulation

**MAJOR EMPLOYERS IN THE CITY OF MIDLAND**

<u>Company</u>	<u>Type of Business</u>	<u>Estimated Employees</u>
Midland Independent School District	Public Education	3,000
Midland Memorial Hospital and Medical Center	Health Care	1,500
City of Midland	City Government	980
Midland College	Education	800
Midland County	County Government	624
Pioneer National Gas Resources USA	Mineral Operations and Interests	600
Texas Health & Human Services	State Government Agency	500
Key Energy Services, Inc.	Mineral Operations and Interests	480
Basic Energy Services	Oil and Gas	476
Warren Equipment Companies	Manufacturing	464

**TOP TEN TAXPAYERS**

<u>Name of Taxpayer</u>	<u>Nature of Property</u>	<u>2011 Taxable Assessed Valuation</u>	<u>% of Total Taxable Assessed Valuation</u>
TRA Midland Properties LLC	Real Estate	\$66,019,670	0.95%
TXU Electric Delivery Co	Electric Utility	\$45,149,210	0.65%
Wal-Mart Stores	Real Estate	\$40,153,730	0.58%
Midland Park Mall LP	Retail Sales	\$37,589,240	0.54%
Southwestern Bell Telephone	Telephone Utility	\$33,437,230	0.48%
Artificial Lift Division of STC	Oil and Gas Equipment	\$24,741,240	0.36%
Claydesta Buildings LP	Real Estate	\$22,743,720	0.33%
JM Cox Resources LP	Aircraft	\$18,262,550	0.26%
Midland FC LTD	Real Estate	\$17,016,980	0.25%
Wireline Division of STC	Oil and Gas Equipment	\$15,687,520	0.23%
		320,801,090	4.63%

**TEN LARGEST WATER AND WASTEWATER CUSTOMERS****WATER CONSUMPTION**

<u>Customer</u>	<u>Type of Industry</u>
City of Midland	Incorporated City
Midland College	Community College
Midland Independent Schools	Public Schools
Midland Memorial Hospital	Hospital
Northridge Court Apartments LP	Apartments
Hunters Glen	Apartments
Stone Creek apt.	Apartments
Oni Meridian (Sunridge Mgmt)	Apartments
Chesapeake Operating Inc.	Oil and Gas
J. Cleo Thompson Oil Corp.	Oil and Gas

**WASTEWATER VOLUME**

<u>Customer</u>	<u>Type of Industry</u>
Northridge Court Apartments	Apartments
Hunters Glen	Apartments
Oni Meridian (Sunridge Mgmt)	Apartments
Stone Creek Apts.	Apartments
Midland Trinity Place Assoc.	Apartments
Midland Independent Schools	Public Schools
Midland Memorial Hospital	Hospital
Midland County	County Administration
Midland College	Community College
Live Oak Holdings, LTD	Apartments

**POPULATION DATA\***

1920	1,795
1930	5,484
1940	9,352
1950	21,713
1960	62,625
1970	58,199
1980	70,525
1990	89,793
2000	94,996
2008	106,561**
2009	108,666**
2010	111,147

\* Source: U.S. Census Bureau unless otherwise noted

\*\* Source: City of Midland estimate



## MISCELLANEOUS STATISTICAL DATA

Date of incorporation	January 11, 1911
Date of adoption of City Charter	November 5, 1940 Amended May 4, 1996
Miles of streets and alleys:	
Streets - Paved	736
Streets - Unpaved	29
Alleys - Paved	133
Miles of storm sewer:	43
Miles of sanitary sewer:	527
Number of street lights:	6,050
Number of signalized locations:	117
Police Protection:	
Number of stations:	1
Number of employees (including 49 civilians):	220
Fire Protection:	
Number of stations:	9
Number of employees (including 4 civilians):	191
Building permits:	
Permits issued:	7,279
Building valuations:	\$157,387,256
Municipal Water Utility:	
Number of active accounts:	37,244
Daily average consumption (MGD):	23
System capacity (gallons):	51,000,000
Miles of water mains:	668
Number of fire hydrants:	3,297
Airport:	
Passenger boardings:	426,288
Runway system:	
1 - 8,302' by 150' primary runway with high intensity lighting, VASI-4 and FAA-operated instrument landing system and precision instrument marking;	
1 - 9,501' by 150' secondary runway with high intensity lighting and VASI-4;	
1 - 4,605' by 75' general aviation runway; and	
1 - 4,339' by 100' general aviation runway.	

# **SECTION II**

# **PROCEDURE AND POLICY**

## INDEX OF PROCEDURES AND POLICIES

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## **PROCEDURES**

### **THE BUDGETING PROCESS**

Preparation and administration of a city government's budget is one of the most important activities in any municipal operation. Careful planning of revenues and expenditures has become increasingly significant in the face of an uncertain economy, stagnant revenues, and increasing demands for service. Budget preparation should be among the top priorities of departments and divisions. It is essential that departments examine their operations carefully during this process, to ensure that approved funding provides those services most needed and desired by the public, in the most efficient and economical manner possible.

A budget plans and coordinates revenues and expenditures. In our organization budget preparation begins at the lowest possible level of operations. These budgets are then reviewed at higher levels of management to assure that proposed programs serve the needs of the community and support the overall goals that have been identified by City Council and the public.

The City Manager reviews the budgets for each Department, as well as revenue estimates, and the city-wide budget is prepared which incorporates all funding requests and expected revenues.

The City Council reviews the proposed budgets for General, Enterprise, Internal Service, Special Revenue, and Interest and Sinking Funds, makes adjustments, sets the tax rate, and holds public hearings on the budget. After the second reading of the budget ordinance, the Council approves the budget and it becomes the official operating plan for the City of Midland for the upcoming Fiscal Year (October 1 - September 30).

The final budget is designed as a reference and resource tool, not only for internal use, but for use by bond rating agencies, insurance companies, external auditors, and other cities. It contains detailed expenditure information on personnel, supplies, maintenance, other charges, and capital outlays as budgeted for the current fiscal year and the approved budget for the next fiscal year.

The City of Midland uses traditional line item budgeting to determine its operating budget. During the budget process, we must annually reexamine existing program activities and analyze the effect of reducing or reallocating current levels of resources. Reevaluation of programs allows us to respond to our changing economic and political environment and the needs of the community, citizens, and our employees.

After budget adoption, the City Manager may make amendments to and between departments and divisions unless such amendments would increase the total appropriation within a fund. Department managers are authorized to approve amendments of amounts between line items within a division if such transfers do not significantly change the work program contemplated in the approved budget.

The budget process is designed to identify and plan the functions, activities and accomplishments of the City of Midland, as well as plan for its financial needs.

All employees should have a role in the budget process. They are responsible for promoting acceptance and understanding of the budget as a planning and management tool. The budget process gives our employees the opportunity to evaluate their operations, identify needed

**THE BUDGETING PROCESS (continued)**

changes, and provides opportunities to make services more efficient and/or effective, and recommend allocating limited funds to best achieve divisional and organizational goals.

Each level of management performs a specific function. They are described below:

**I. The Department Head should:**

- A. Oversee the preparation of the appropriate budget(s).
- B. Meet with the Division Heads within his/her department to review and analyze budget requests to assure that programs and activities are needed, that objectives can be accomplished within established criteria, that adequate resources are requested, and that line item requests are consistent with the department's demonstrated historical need and in accordance with guidelines set in budget manuals and management directives.
- C. Review all available activity and performance measures to determine if they accurately reflect major activities.
- D. Prepare a recommended budget for the city Management Team to review, and make available any backup or historical information necessary to justify the amounts requested.

**II. The Deputy City Manager/Assistant City Manager should:**

- A. Meet with the Department Heads under his/her supervision and review their proposed budgets.
- B. Discuss and evaluate estimated expenditures to determine if proposed programs are consistent with the goals of the city organization. The Deputy City Manager/Assistant City Manager should focus on the broader spectrum regarding services to be provided and ensure they help achieve the overall goals set by the City Council.
- C. Critically review recommended organizational restructuring, staffing level adjustments, and other changes to assure that the results will increase operating capabilities, productivity, and/or efficiency of the unit requesting the change.
- D. Identify and review major policy recommendations by subject and cost, and summarize their impact on city government.
- E. Coordinate proposed expenditures, review backup documentation related to questionable expenditures, provide for the availability of any additional information that may be necessary, and prepare a recommended budget for review by the City Manager.

**III. Finance and Accounting will:**

- A. Develop and implement a budgeting process that facilitates budget preparation on a city-wide basis.
- B. Develop revenue projections to aid in determining expenditure levels.

**THE BUDGETING PROCESS (continued)****III. Finance and Accounting will: (continued)**

- C. Provide budget forms, instructions, expenditure schedules, and other budgetary assistance and information to assure proper preparation of the final budget documentation.
- D. Review preliminary budget requests for accuracy, completeness, and preparation in accordance with budget manual instructions.
- E. Provide assistance to the City Manager during reviews, and provide any information or backup documentation required for thorough evaluation.
- F. Perform analyses and comparisons of proposed budget amounts to determine the effects proposed expenditures will have on the fiscal soundness of the City of Midland, and provide results to city management.
- G. Provide official proposed budget documents for review by Council, and provide preliminary budget document to be filed with the City Secretary. These documents will be provided at time intervals prescribed in the Budget Calendar.
- H. Coordinate printing of the adopted budget in its final form, assure that the document is properly filed with the County Clerk, and provide for distribution of approved budget documents to departments in a timely manner.

**IV. The City Manager should:**

- A. Review proposed budgets with Deputy City Manager, Assistant City Manager and Department Heads.
- B. Assure that proposed expenditures do not exceed expected revenues from municipal operations.
- C. Examine proposed organizational changes and review their proposed effectiveness in meeting the desired goals.
- D. Evaluate programs, backup information, and expenditures to determine the appropriateness of each in response to Council goals.
- E. Coordinate preparation of budget, and research the preparation budget summaries, schedules, and other information required for budget presentation to the City Council.
- F. Coordinate preparation of budget presentation and review sessions with the City Council.

**BUDGET DEVELOPMENT CALENDAR**

January	Budget team meets to review budget process for possible changes or major impacts and to establish budget calendar.
February	City manager reviews budgetary guidelines with City Council in briefing session.
Early March	Budget Preparation Packets are distributed to departments during a Budget Training Session. Packets contain instructions and information regarding personnel budget estimates, facility needs, equipment needs, computer hardware/ software and radio needs and the capital improvement program. Guidelines provided for budget preparation by Council. Letter sent to outside agencies asking for their budget requests and documentation. Departments submit Position Analysis Requests (PAQ's) to Human Resources for review.
Late March	Department submits request forms with justifications for equipment, facility needs, hardware/ software and radios for analysis.
Early April	Deadline for outside agency requests to City Manager.
Late April	Hardware/ software, radio, hire of equipment, and facilities justifications are returned to Department/ Division Heads with cost analysis. Departments complete revenue estimates and return them to Finance
April - June	Hotel/ Motel Advisory Board and Economic Development Advisory Board review of funding requests.
May	Personnel estimates are returned to Departments. (PAQ results included) Departments return completed budget requests and Capital Improvement Program data to Accounting for review and data entry. Revenue estimates are provided to City Manager.
May - June	Joint review of budgets by Department Heads. Budget Officers, and City Manger.
June	Final review and changes to budget requests prior to Council workshop. Budget delivered to City Council.
July	Budget workshops and briefing period held with City Council and Management. Calculation of effective tax rate. Proposed budget filed with City Secretary's Office and posted on City's website. Publish first "Notice of Public Hearing on Tax Increase."
August	Publish additional notices of public hearings, as required by state law, on tax increase, public hearing on budget, and vote on tax rate. Hold public hearings in accordance with applicable provisions of state law. Council votes to establish the tax rate and adopt the budget ordinance. Budget document finalized and sent to printer.
September	Budget distributed to Departments.

## THE BUDGET AND THE CAPITAL IMPROVEMENT PROGRAM

The CIP is separate and distinct from the operating budget of the City. However, the projects completed most generally have a budgetary impact in the year of completion. These impacts, if known or quantifiable, are presented in the Capital section on a project-by-project basis.

A listing of all CIP projects currently funded and in progress is provided in the Capital portion of the budget book as is a listing of projects in the five year capital needs assessment. Inherent in this needs assessment is the consideration of the operating budget impact in future years of the proposed project as presented on the summary of the five years needs assessment.

A listing of all currently available capital projects funds is included in the Capital section of the budget. These dollars, which, subject to restrictions in bond covenants, may be used to fund some of the proposed CIP in conjunction with possible future debt issues, operating revenues, grants, or other funding sources available to the City.

### **Procedure**

Each department of the City of Midland will prepare and submit to the City Manager's Office a CIP Request Form for each requested project. These requests are reviewed by both the City Manager, and Finance office. Preliminary CIP's are presented to the City Council for review and approval.

#### **A. PROJECT DETERMINATION:**

Each department must assess its needs and develop a list highlighting priorities. Since needs are constantly changing, this list should be revisited and updated annually. Before stating a capital need, the Department Head should identify those needs by including the following:

1. The project's relationship to the City of Midland's Goals and Needs.
2. The projects relationship to Departmental Goals.
3. An evaluation of existing facilities and/or structures.
4. Necessary time periods (ie. planning, construction and preparation)
5. The impact of not implementing/ including the project in the CIP.

#### **B. ORGANIZATION DECISION:**

If a capital requirement need requires a determination at a divisional level, then the department head should assign the responsibility to the appropriate division head. A review of all aspects of the request should be conducted by the department head.

The department head will determine which projects are to be included in the CIP request forms. The ability of the department's capacity to carry out all factors of the request should be considered.

#### **C. AMENDMENTS:**

An amendment request to a CIP should be submitted to the City Manager's Office on the Capital Improvement Request Form and clearly marked as an amendment. After a review by all concerned parties, the request will be submitted to the City Manager. The City Manager will review the proposed amendment and submit the request along with recommendation to the City Council.



**THE BUDGET AND THE CAPITAL IMPROVEMENT PROGRAM****CALENDAR.**

Important dates to remember during the CIP process are summarized below:

April	(1st week)	CIP material sent to departments.
May	(1st week)	CIP requests due in to Assistant City Manager (ACM).
June	(1st week)	CIP requests reviewed and/or ranked by respective Assistant City Manager (ACM).
June	(2nd week)	Preliminary CIP requests sent to Finance.
July	(1st week)	ACM and Finance discuss CIP.
July	(2nd week)	ACM recommendations sent to City Manager (CM).
August	(1st week)	CM/ ACM/ Finance final review of CIP.
August	(2nd week)	CM presents tentatively approved CIP to City Council for adoption.
January-February	(1st week)	Bond issued when required.

## **POLICIES**

### **CAPITAL IMPROVEMENT PROGRAM POLICY**

#### **I. PURPOSE**

The purpose of the Capital Improvement Program (CIP) is to implement and facilitate the City's Master Plan. Also, new items and replacements may be considered for major public improvements. Due to the limited amount of available funds, the CIP serves to establish a priority for the many necessary projects. Therefore, the CIP will be updated annually in order to incorporate the changing priorities, needs, and funding sources.

The CIP is a necessary tool in the capital planning process, insuring that:

- A. City funds will be spent for improvements compatible with the City's long term goals and needs.
- B. City funds will be spent on high priority projects first.
- C. Improvements will not cause a financial burden on the City.

Generally, capital projects consist of purchasing, building, or renovating land and/or structures. Common CIP projects include but are not limited to roads, water & sewer line extensions, park developments and new city facilities such as: recreation centers, fire stations, airports, or water treatment facilities.

Major maintenance projects, such as street resurfacing or placing a new roof on a building, are not included in the CIP. Although these projects may meet the cost and useful life criteria for a CIP project they generally do not result in a new structure or a structure altered in design or use. Instead, these projects are periodically necessary to keep structures or facilities operating properly. These items will be included in the City's operating budget.

#### **II. DEFINITIONS**

- A. CITY OF MIDLAND MASTER PLAN:

A long range project plan to facilitate the development of the City.

- B. CAPITAL IMPROVEMENT PROGRAM (CIP):

A schedule of capital expenditures to be incurred over a five year period to carry out the City's program of public service.

- C. CAPITAL IMPROVEMENT:

An expenditure in excess of \$15,000 for the planning, design and construction of a physical improvement and/or associated fixed equipment and having a useful life of five years or more. An initial project cost shall include all factors of the project (ie. land, buildings, machinery, equipment). This definition is intended to include, but not limited to, the following:

## **CAPITAL IMPROVEMENT PROGRAM POLICY (continued)**

### **II. DEFINITIONS (continued)**

#### **C. CAPITAL IMPROVEMENT: (continued)**

1. Land: All related expenditures for land whether or not they meet the dollar limitation previously mentioned. This includes right-of-way acquisitions.
2. Structures: All related expenditures for structures regardless of cost (ie., architectural, renovation, addition to, engineering).
3. Machinery and Equipment: All related expenditures for machinery, furnishings, and equipment that are a part of the structure at the time of initial acquisition or construction. Such items that are not related at initial acquisition or construction must have a useful life of seven (7) years or more and cost \$25,000 or more to be included in the capital improvement program.

### **III. POTENTIAL FUNDING SOURCES**

The City raises funds to finance capital improvements primarily by using reserves, through user fees, by grants in aids from other governmental units, and by issuing bonds.

#### **A. EXPENDABLE/AVAILABLE RESERVES:**

They are the "reserves" of the City. They can be used for any purpose approved by the City Council, unless constrained by ordinance.

#### **B. ENTERPRISE FUNDS:**

The City of Midland operates five Enterprise Funds - Solid Waste, Utilities, Airport, Scharbauer Sports Complex, and the Golf Course. Each entity operates solely on the revenue it generates. This revenue comes in the form of service fees, assessment fees and participation fees (user fees).

#### **C. ASSISTANCE FROM OTHER GOVERNMENTS:**

1. Federal Assistance: The Federal Government provides monetary assistance in the form of grants for various programs and projects. Certain restrictions may be attached.
2. State Assistance: The State Government provides local governments with loans and other assistance to ensure the delivery of services. Certain restrictions may be attached.

#### **D. BONDS:**

The City of Midland has the ability to issue bonds and incur debt based on its ability to pay and its credit rating.

1. General Obligation (G.O.) Bonds: General Obligation Bonds pledge full faith and credit of the City; repaid by ad valorem taxes; require voter approval; and can be used to finance items approved by voters.

**CAPITAL IMPROVEMENT PROGRAM POLICY (continued)****III. POTENTIAL FUNDING SOURCES (continued)****D. BONDS: (continued)**

2. Certificate of Obligation (C.O.) Bonds: Certificate of Obligation Bonds pledge full faith and credit of the City; can be issued without voter approval - except upon notice of the city's intent to issue certificates, five percent of the qualified voters can force an election on the issue by submission of a petition. Can be issued to finance construction work, equipment, machinery, material, supplies, land etc.
3. Revenue Bonds: Revenue Bonds are repaid from a specific non-ad valorem (pledged) source; no voter approval (but subject to referendum); and can be used to finance either general government projects or enterprise projects.

**CAPITAL IMPROVEMENT PROGRAM AND DEBT LIMITS****Debt Limits and Debt Levels**

The City of Midland carefully plans debt acquisition to fund only capital replacement and construction. This process includes matching the maturity of the debt to the useful lives of the assets to be funded, as closely as possible. This allows for the use of debt to compliment operations by allowing for matching the cash flows of asset cost to the period deriving the benefit from the asset. Additionally, this allows the City to plan for and structure debt payments in such a manner that debt service tends to be fairly level across the years creating a known, even demand upon resources for debt service and limiting the demand upon resources to a managed level. As a result of the development and refinement of this process, the impact of current debt upon present and future operations is minimized and annual operations can be based upon a known level of expendable, available resources to respond to the immediate needs of the city.

The Constitution and Statutes of the State of Texas and the Charter of the City of Midland do not provide for a legal debt limit. The 8% debt limit rate used herein is that recommended by the Finance Advisory Board of the City of Midland and adopted by the City Council as a safe debt limit.

## FINANCIAL POLICIES

A calendar will be designed each year to provide a framework within which the interactions necessary to formulate a sound budget could occur. At the same time, it will ensure that the City will comply with all applicable State and Federal legal mandates.

The City's employees are the most important resource used in implementing the vision statement. Recognition of this policy was achieved through a market adjustment to the broadband pay plan for all City employees who are not firefighters or police officers, market adjustments to base salaries and maintenance of the pay progression plan for firefighters and police officers and maintenance of the City's benefit programs.

The City will provide quality services with a competitive cost. This was achieved through the use of technology, more efficient service delivery and close scrutiny of requests for expanded or enhanced services. The City's Managed Competition Committee has evaluated several areas of City services in an effort to assure that operations are cost effective. A business plan is being prepared for Water and Sewer.

The budget must be balanced for the General Fund. In other words, total anticipated revenues must equal total estimated expenditures.

All revenue sources will be reviewed to achieve the best possible forecast of revenues. This policy was implemented through seeking the input of the individuals most closely associated with the subject revenues. Close scrutiny of estimates for reasonableness was inherent in the process to provide the best possible estimate of the resources available to be used in providing services during the upcoming budget year.

The City has a policy of maintaining a General Fund Unappropriated Fund Balance equal to at least twenty five percent (25%) of each fiscal year's operating expenditures. This level is an important factor in maintaining the City's general purpose bond ratings because of the cyclical nature of the energy industry, which is a major factor in the City's economy. It also provides a source of additional investment income to help maintain a level property tax rate.

The enterprise operations of the City are to be self-supporting; i.e., current revenues will cover current expenditures, including debt service. Due to the inclusion of both capital outlays and depreciation, however, some enterprise funds appear to have more expenditures than revenue. An exception to this policy is the Scharbauer Sports Complex, which is currently not self-supporting due to the heavy investment in capital assets which must be recouped.

The City will coordinate development of the capital improvement budget with the development of the annual operating budget. Each capital improvement project is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required and additional operating expenses.

Charges for services rendered will be assessed by the General Fund against all enterprise and internal service funds of the City. This assessment will be based on either an OMB A-87 cost allocation plan or a full cost allocation plan generated by an independent organization and will be used to reimburse the General Fund for services provided to these funds.

## FUND STRUCTURE

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The following fund types and account groups are maintained by the City:

### I. GOVERNMENTAL FUND TYPES

General Fund - This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, sales taxes, gross receipts taxes, fines and forfeitures, licenses and permits, and billings for interfund services. Primary expenditures are for police protection, fire protection, public works, maintenance of parks and general administration.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Special Revenue Fund budgeted by the City is the Hotel/Motel Fund.

Interest and Sinking Fund - Tax Supported Debt - This Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Project Funds - Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

### II. PROPRIETARY FUND TYPES

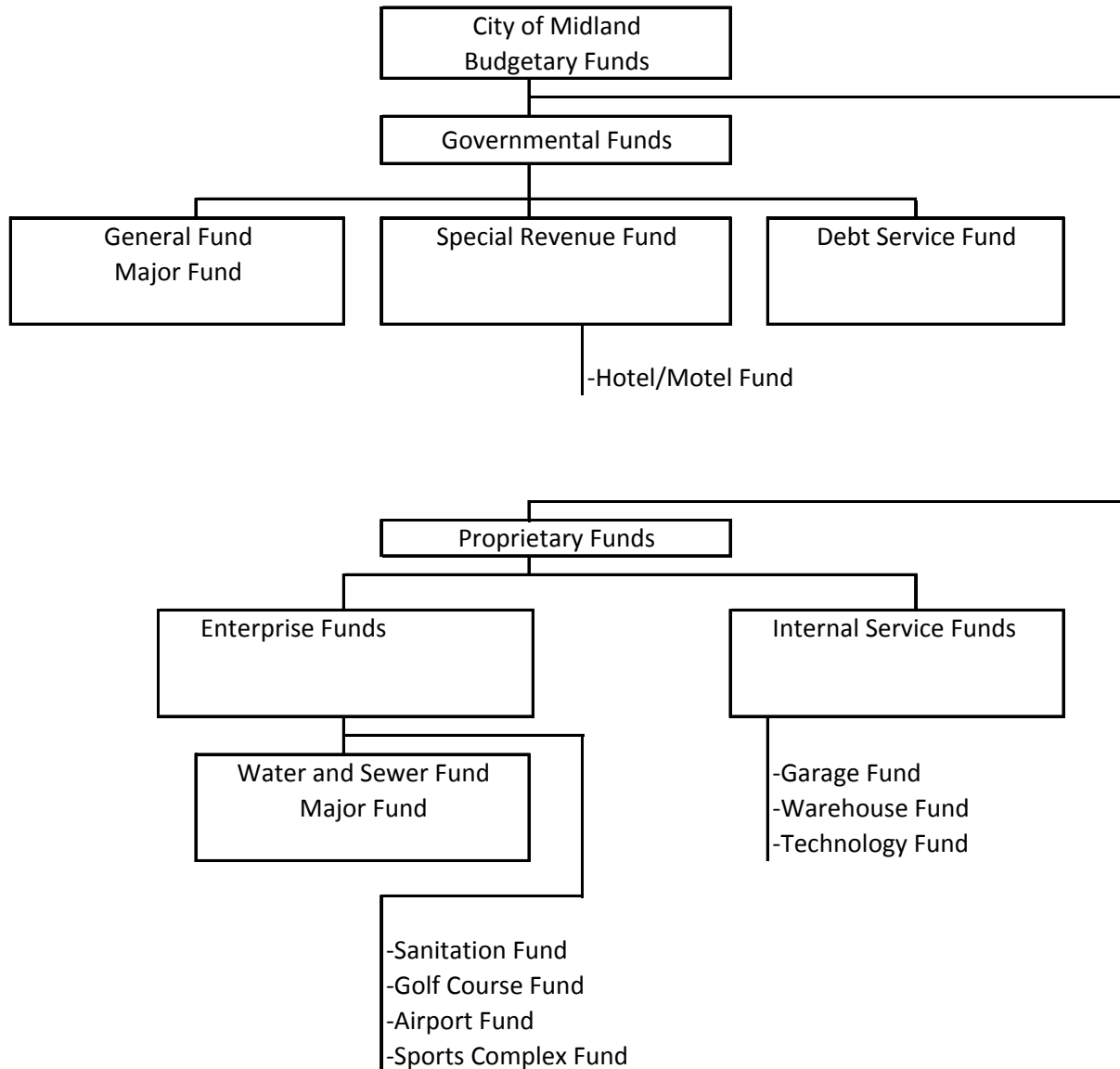
Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The five Enterprise Funds presented in the annual budget are the Water and Sewer Fund, Sanitation Fund, Golf Course Fund, and the Airport Fund, and the Scharbauer Sports Complex Fund.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis. There are two Internal Service Funds presented, the Garage Fund and the Warehouse Fund.

Certain nonmajor funds included in the audited financial statements are not presented in the annual budget document. These include the City's self-insurance funds, which are internal service funds, and an agency fund.

**FUND STRUCTURE (continued)**

## City of Midland Fund Structure



Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

The General Fund, described on the previous page, is a major fund within the governmental funds.

The Water and Sewer Fund is a major enterprise fund that provides water and sewer services to the residents and commercial enterprises of the City and proximate area. These services include the operation and maintenance of a quality water supply system and the collection and treatment of wastewater.

## **BASIS OF BUDGETING**

All governmental type funds, i.e., the General Fund, Interest and Sinking Fund, and the Hotel/Motel Fund are accounted for and budgeted (with limited exceptions) on the modified accrual basis of accounting, using a current financial resources measurement focus. This basis is consistent with generally accepted accounting principles (GAAP) and generally recognizes revenues when they are measurable and available and expenditures when the related liability is incurred. A more detailed description of this basis of accounting may be found in the "Procedure and Policy" section of this book.

Exceptions to the modified accrual basis for budgetary purposes are listed below:

- Interfund charges are recorded as revenue (budget) instead of other financing sources (GAAP).
- Changes in fair value of investments are not considered (budget) as opposed to being treated as adjustments to revenue (GAAP).
- The budget for projects is based on project length and does not conform to a fiscal year (GAAP).
- The budget document does not include component units and various special revenue and capital project funds incorporated into the GAAP financial statements.

Financial statements for Proprietary funds, i.e., the Water and Sewer, Sanitation, Golf Course, Airport, Scharbauer Sports Complex, Garage, and Warehouse funds, are prepared on an accrual basis of accounting using a flow of economic resources measurement focus, consistent with generally accepted accounting principles. The accrual basis of accounting recognizes revenues in the accounting period in which they are earned and become measurable and expenses are recognized in the period incurred, if measurable. Budgets for the Proprietary funds are prepared on the same basis, with minor exceptions.

Exceptions to the accrual basis for budgetary purposes are listed below:

- Capital outlay is budgeted as an expenditure in the year of purchase (budget) versus recording as an asset (GAAP).
- Debt service principal payments are recorded as an expense (budget) rather than a reduction of a liability (GAAP).
- Grants received for construction of assets are shown as revenues (budget) and not as capital contributions (GAAP).



## ACCOUNTING POLICIES

### I. THE FINANCIAL REPORTING ENTITY

The financial reporting entity presented in the financial statements of the City of Midland includes the primary government, the City of Midland, and its component units. Component units are legally separate organizations for which the City is financially accountable and organizations which, if excluded, would cause the City's financial statements to be misleading or incomplete. GASB Statement 14, as amended by GASB Statement No. 39, establishes the criteria to be considered in determining component units of a primary government.

These criteria are financial accountability, appointment of board members, imposition of will, financial burden on or benefit to the primary government, dependency, and accuracy and completeness of the reporting entity's financial statements. In the absence of financial accountability, if the organization is a legally separate, tax-exempt entity meeting the following criteria, it should also be discretely presented as a component unit:

- A. The resources of the organization are entirely or almost entirely for the direct benefit of the City, its component units, or its constituents.
- B. The City, or its component units, is entitled to, or has access to a majority of the resources of the organization.
- C. The resources of the organization are significant to the City.

The Midland Football/Soccer and Baseball Complex Development Corporation (SCDC) and the Midland Development Corporation (MDC) are the only component units of the City and are discretely presented. The SCDC is discretely presented because it is a legally separate entity with a majority of its board appointed by the City and the City can impose its will upon the SCDC. Additionally, the City Council and the SCDC boards are not substantively the same and the SCDC does not provide services entirely or almost entirely to the City. The SCDC is a legally separate non-profit corporation organized under the Texas Development Corporation Act of 1979, Article 5190.6 Vernon's Texas Revised Civil Statutes Annotated as amended and governed by Section 4B of the Act. The purpose of the SCDC is to improve the quality of life and the public welfare of, for, and on behalf of the City by developing, implementing, providing, and financing the construction of a football-soccer stadium and baseball stadium and related infrastructure, streets, water and sewer facilities, landscaping, land acquisition, automobile parking facilities and other related infrastructure and improvements. Complete audited financial statements of the SCDC may be examined at City of Midland City Hall, 300 North Loraine, Room 320, Midland, Texas.

The MDC is discretely presented because it is a legally separate entity with a majority of its board appointed by the City and the City can impose its will upon the MDC. Additionally, the City Council and the MDC boards are not substantively the same and the MDC does not provide services entirely or almost entirely to the City.

The MDC is a legally separate non-profit corporation organized under the Texas Development Corporation Act of 1979, Article 5190.6 Vernon's Texas Revised Civil Statutes Annotated as amended and governed by Section 4A of the Act. The purposes of the MDC include, but are not limited to, keeping existing jobs and businesses in the City, expansion

**ACCOUNTING POLICIES (continued)****I. THE FINANCIAL REPORTING ENTITY (continued)**

of current and attraction of new business to the City, providing long term employment opportunities, and other such purposes as delineated in Article 4 of the Articles of Incorporation of the MDC.

Complete audited financial statements of the SCDC and MDC may be examined at City of Midland City Hall, 300 North Loraine, Room 320, Midland, Texas.

**II. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The basic financial statements of the City are presented at two basic levels, the government-wide level and the fund level. These statements focus on the City as a whole at the government-wide level and on major funds at the fund level. The government-wide financial statements (i.e. the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities for the financial reporting entity of the City. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for services.

Likewise, the City is reported separately from certain legally separate component units which meet the criteria for discrete presentation as set forth in GASB Statements No. 14 and 39.

The government-wide statement of net assets reports all financial and capital resources of the City and is presented in an "assets minus liabilities equal net assets" format with net assets reported in the order of relative liquidity. Also, assets and liabilities are presented in relative order of liquidity with liabilities which have an average maturity of more than one year separated into the amount due within one year and the amount due in more than one year.

The government-wide statement of activities identifies the relative financial burden of each of the City's functions (Development Services, Community Service, Fire, Police, etc.) or segments (Water and Sewer, Sanitation, Golf Course, Airport, etc.) on the taxpayers by identifying direct expenses and the extent of self support through program revenues. Direct expenses are clearly identifiable expenses that can be specifically associated with a function or segment. Program revenues are revenues derived directly from the function or segment or from other sources which reduce the net cost of the function to be financed from general government revenues.

Program revenues are 1) charges to customers who purchase, use, or directly benefit from services provided by a function or segment and which are generated by that function, 2) grants and contributions restricted to operating requirements of a function or segment and, 3) grants and contributions restricted to capital requirements of a function or segment. Items such as taxes, investment earnings and non-specific grants are not included as program revenues but are instead reported as general revenues which normally cover the net cost of a function or segment. The effect of internal service fund activities in the government-wide statements is eliminated to the extent possible to avoid the effect of "doubling up" internal service fund activity. Internal service funds report

**ACCOUNTING POLICIES (continued)****II. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (continued)**

activities which provide goods or services to the financial reporting entity on a cost reimbursement basis. Any net profit or loss from these activities is allocated back to the function or segment that benefited from the goods or services provided based upon their proportionate benefit to the extent possible. Any residual assets of internal service funds, except the Warehouse Fund, are reported with governmental activities at the entity-wide level. Any residual assets of the Warehouse Fund are reported with business-type activities because this fund provides support predominantly to enterprise funds.

Fund level financial statements are presented for governmental funds, with a focus on major funds, proprietary funds, with a focus on major funds, and fiduciary funds, which are excluded from the government-wide financial statements because they do not represent assets which can be used to support the City's programs. A major fund is defined by GASB Statement No. 34, paragraph 76, as amended by GASB Statement No. 37, paragraph 15, as a fund meeting certain specific asset, liability, revenue, or expenditure / expense criteria relative to all funds of that type and relative to the total for all governmental and enterprise funds combined. Additionally, any fund deemed particularly important by the City may be reported as a major fund. The financial information for each major fund is presented in a separate column, with nonmajor funds aggregated and displayed in a single column, on either the governmental or proprietary fund financial statements. The fund level statements for proprietary funds also contain combined totals for all internal service funds. This information is presented in a separate column immediately to the right of the total column for all enterprise fund activity.

The focus of fiduciary funds is on net assets and changes in net assets. These funds report assets held in a trustee or agency capacity by the City for the benefit of others and cannot be used to support City activities. The City has no Trust Funds and only one Agency Fund, the Cafeteria Plan Fund. These assets are held in a custodial capacity only for the employees of the City.

**III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

The government-wide statements and proprietary and fiduciary fund statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Exchange and exchange-like transactions, transactions in which the City gives or receives value and receives or gives equal value, that create revenues, expenses, gains, losses, assets or liabilities are recognized when the exchange occurs. Nonexchange transactions, transactions in which the City gives or receives value without receiving or giving equal value in exchange, that result in revenues, expenses, gains, losses, assets or liabilities are recognized in accordance with GASB No. 33, as amended by GASB Statement Nos. 34 and 36. The treatment of Nonexchange transactions is grouped in four classes based upon the principal characteristics of the transaction and reported according to those characteristics. Property taxes are recognized in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. Capital assets are reported at historical cost and depreciated, except for inexhaustible assets such as land, in accordance with the City's depreciation policy.

Governmental fund financial statements are reported using a current financial resources measurement focus and modified accrual basis of accounting. Under the modified accrual

**ACCOUNTING POLICIES (continued)****III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)**

basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. In the case of property and sales taxes, available means due within the current period and collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Such time thereafter shall not exceed 60 days. Grant revenues are considered to be available if they are to be received within one year. Expenditures are generally recorded when a liability is incurred. However, expenditures related to general long term debt, compensated absences, and claims and judgments are recorded only when payment is due.

Governmental fund level revenues which have been accrued based upon the susceptible to accrual concept are:

General Fund - ad valorem taxes, sales taxes, interest and federal and state grant proceeds, except where such grants are expenditure driven and other requirements related to the grant have not been met.

Special Revenue Funds - federal and state grant proceeds and interest, except where such grants are expenditure driven and other requirements related to the grant have not been met.

Debt Service Fund - ad valorem taxes and interest.

Capital Projects Fund - interest. A deferred revenue is recorded for assessments which are not available to meet liabilities of the current period. This deferred revenue is offset against assessments receivable to present a net amount which is both measurable and available to meet the liabilities of the current period.

Proprietary fund activities are accounted for using the economic resources measurement focus and the accrual basis of accounting. This measurement focus includes all assets and liabilities on the balance sheet. Operating statements using this focus present a net total assets view of increases (revenues) and decreases (expenses) in the fund. These funds apply all applicable GASB pronouncements as well as all FASB Statements and Interpretations, APB Opinions and Accounting Research Bulletins issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Proprietary fund operating statements distinguish between operating and non-operating revenues and expenses. Operating revenues and expenses generally are the result of providing or delivering goods or services in association with the fund's principal outgoing operations. The principal operating revenues of the City's water and sewer, sanitation, golf course, airport and sports complex fund are charges of this type. Operating expenses include the costs of administration, sales, services and depreciation. Transactions resulting in operations. The principal operating revenues of the City's water and sewer, sanitation, golf course, airport and sports complex fund are charges of this type. Operating expenses include the costs of administration, sales, services and depreciation. Transactions resulting in non-operating revenues and expenses are normally created by

**ACCOUNTING POLICIES (continued)****III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)**

such items as cash flows from capital and related financing activities, noncapital financing activities, investing activities, and include most nonexchange and exchange-like revenues such as the Passenger Facility Charges (PFC) reported in the airport fund. It is the City's general policy to first use restricted assets, such as the PFC revenues, for costs which meet the resource restrictions and then unrestricted assets as needed.

The following major funds are used by the City:

**A. Governmental Fund Types**

1. General Fund - The principal operating unit of the City, this fund accounts for the primary activities of the City, such as police protection, fire protection, public works, maintenance of parks and general administration, which are not accounted for in any other fund.
2. Debt Service Fund - This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
3. Other Governmental Funds - This is a summarization of all of the non-major governmental funds. Included are the following funds:
  - a. Special Revenue Funds - These funds are used to account for specific revenues that are legally restricted to expenditure for a specific purpose.
  - b. Capital Projects Funds - These funds account for financial resources to be used for the acquisition or construction of major capital assets other than those financed by business-type activities.

**B. Proprietary Fund Types**

1. Water and Sewer Fund - This fund is used to account for the operation of the City's water and sewer utility. Activities of the fund include administration, operation and maintenance of the water and sewer system, billing and collection for water and sewer services. The fund is also used to accumulate resources for certain capital projects and to meet the requirements of bond indentures, obligations for capital leases and other long-term obligations of the system. Charges to customers, based upon rates which are reviewed on a regular basis, and investment income provide the revenue stream to finance these costs.
2. Sanitation Fund - This fund is used to account for the collection of refuse, delivery of refuse to the landfill and landfill operations. The fund is also used accumulate resources for certain capital projects and to meet the requirements of bond indentures, obligations for capital leases and other long-term obligations of the system. Charges to customers based upon rates, which are reviewed on a regular basis, and investment income provide the revenue stream to finance these costs.

**ACCOUNTING POLICIES (continued)****III. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (continued)****B. Proprietary Fund Types (continued)**

3. Airport Fund - This fund is used to account for the operation and maintenance of the airfield, terminal building, parking facilities, general aviation airport, and industrial park. The fund is also used to accumulate resources for certain capital projects and to meet the requirements of bond indentures, and other long-term obligations of the airport. Charges to customers provide the revenue stream to finance operating costs, some capital projects costs, and other long-term obligations of the airport. The Passenger Facility Charge revenue, a nonoperating revenue, is used to supplement charges to customers in supporting the requirements of bond indentures and certain capital projects.
4. Scharbauer Sports Complex Fund - This fund is used to account for the operation and maintenance of the sports complex, accumulate resources for capital projects, and meet the requirements of bond indentures, obligations for capital leases and other long-term obligations of the system. Operations, maintenance costs and obligations for capital leases are financed through user charges. Revenues to provide for the retirement of long-term debt associated with the construction of the complex are provided from a contract with the Midland Football / Soccer and Baseball Development Corporation.
5. Golf Course Fund - This fund does not meet the criteria for inclusion as a major fund. However, this is the only remaining proprietary fund of the City and as such is presented in a separate column in the financial statements. This fund is used to account for the operation and maintenance of the golf course, accumulate resources for capital projects, and meet the requirements of bond indentures, and other long-term obligations of the system. All costs are financed through user charges.

**C. Other Fund Types**

1. Internal Service Funds - are use to report activities which provide goods or services to the financial reporting entity on a cost reimbursement basis.
2. An Agency Fund - is used to report assets which cannot be used to support City activities and are held in a trustee or agency capacity by the City for the benefit of others.

**D. Non-Current Governmental Assets and Liabilities:**

Account Groups, which represent the long-term assets and liabilities of the Governmental funds of the City, were eliminated from presentation by GASB Statement No. 34. These records are maintained by the City and are incorporated to the Governmental Activities column in the government-wide Statement of Net Assets.

**ACCOUNTING POLICIES (continued)****IV. CASH, CASH EQUIVALENTS AND INVESTMENTS**

Cash and cash equivalents include any cash on hand, demand deposits, and any highly liquid investments that have an original maturity of three months or less from date of purchase. Investments in TexPool, TexStar, and LOGIC, 2a-7 like pools, are considered cash equivalents as the amounts are available on demand.

Investments, other than investments in 2a7-like pools, are recorded at fair value based upon verifiable market prices.

**V. INVENTORIES AND PREPAID ITEMS**

Inventories are valued at average cost. Inventories for all funds consist of expendable supplies and are recorded as expenditures or expenses, as appropriate, when consumed.

The City makes certain payments to vendors in the current year for expenses/ expenditures applicable to future accounting periods. A reserve for inventories and prepayments in governmental funds is recognized at the fund level to indicate that a portion of the fund balance is not appropriable for expenditure.

**VI. RECEIVABLES, PAYABLES AND INTERFUND TRANSACTIONS**

Short-term loans between funds are reported as interfund receivables in the fund making the loan and as interfund payables in the fund receiving the loan. Arms length transactions between funds for goods and services are reported as revenues in the selling fund and as expenses / expenditures in the acquiring fund. Any unpaid amounts are appropriately recorded as interfund receivables / payables. Flows of assets from one fund to another with no requirement for repayment or without an equivalent flow of assets in return are accounted for as transfers.

**VII. CAPITAL ASSETS**

Capital Assets are defined as a purchase or other acquisition of any equipment, facilities or other similar assets or the cost of construction of such asset the cost of which is in excess of \$5,000 and has a useful life of more than one year. These assets include property, plant, equipment, infrastructure, and all other tangible and intangible assets purchased or acquired. Purchased or constructed assets are carried at historical cost or estimated historical cost. Infrastructure assets, which include streets and associated drainage, sidewalks, bridges, drainage systems, water and sewer systems, runways and taxiways, lighting systems and other similar type assets, have been recorded at historical cost for all assets acquired after April 1986. Infrastructure assets prior to April 1986 and after June 1980, were capitalized based upon estimated historical cost obtained from bond documents used to obtain financing for construction of infrastructure assets. Contributed assets are recorded at estimated fair market value at the time of acquisition.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets for business-type activities is capitalized as part of the value of the asset.

Depreciable capital assets are depreciated using the straight-line method over the following estimated useful lives:

**ACCOUNTING POLICIES (continued)****VII. CAPITAL ASSETS (continued)**

<u>Asset Classification</u>	<u>Years</u>
Buildings	10-40
Infrastructure	20-50
Improvements other than buildings	2-50
Machinery and equipment	4-30
Other	3-15

**VIII. COMPENSATED ABSENCES**

The City's employees earn vacation which may either be taken or accumulated, subject to a specified maximum, until paid upon retirement or termination. For employees whose service date is prior to January 1, 1985, unused sick leave is accumulated up to certain limits which are subject to specific reductions if paid in cash upon retirement or death. The City's employees are allowed to accumulate compensatory time up to a specified maximum.

The City has accrued vacation, sick leave, compensatory time and related salary payments based on the criteria set forth in GASB Statement Number 16. This liability has been accrued in the government-wide and proprietary fund statements. Governmental funds report liabilities only for the matured portion of these liabilities.

**IX. FEDERAL AND STATE GRANTS**

Community Development Block Grants, Texas Department of Housing and Community Affairs Home Program Grants, Federal and State of Texas Equitable Property Sharing proceeds and certain other public safety grants are accounted for within special revenue funds. Other grants and entitlements received for purposes normally financed through the general government are accounted for within the General Fund. Grant revenues are recognized when the expenditures are made and other related requirements are met.

**X. LONG-TERM DEBT**

General Obligation Bonds and Certificates of Obligation which have been issued to fund capital projects of the general government that are to be repaid from tax revenues of the City are reported in the government-wide statement of net assets. Certificates of Obligation, which are secured by tax revenues, and Revenue Bonds which have been issued to fund capital projects of proprietary funds that are to be repaid with funds from proprietary fund assets are reported in the proprietary funds. Bonds payable are reported net of the associated premium or discount at the government-wide level and in the fund level proprietary fund statements.

The government-wide and proprietary fund level statements defer bond premiums, discounts and issuance costs and amortize these items over the life of the issue using the effective interest rate method. In the fund level statements, governmental fund types recognize these items in the current period.



**ACCOUNTING POLICIES (continued)****XI. RETIREMENT PLANS**

The City has two separate defined benefit retirement plans which cover substantially all employees. The Texas Municipal Retirement System provides benefits for all full-time employees who are not firefighters. The Midland Firemen's Relief and Retirement Fund provides benefits for all full-time firefighters. The City's costs for both funds are recorded on an accrual basis.

**XII. INDIRECT AND CENTRALIZED EXPENSES**

The City does not allocate indirect expenses among functions. The City charges proprietary type funds for "centralized" expenses, which include an administrative overhead component, provided by the General Fund. These costs are determined on an annual basis through a full cost allocation study, except in the case of the Airport Fund. Airport Fund costs are determined in accordance with Office of Management and Budget Circular A-87. However the City does not charge the full cost determined through the A-87 study to the Airport. All charges for these "centralized" expenses are included in the direct expenses of the proprietary funds.

## **INVESTMENT POLICY**

### **I. SCOPE**

This policy is developed in accordance with the Public Funds Investment Act of 1987 as amended (the Act). This investment policy applies to all investment activities of the City of Midland. This policy serves to satisfy the statutory requirements to define and adopt a formal investment policy. This policy is to be used in conjunction with the Act to prescribe the investment activities of the City of Midland.

#### **FUNDS INCLUDED:**

All financial assets of all funds of the City of Midland, Texas at the present time and any funds to be created in the future shall be administered in accordance with the provisions of the Act and this policy. For investment purposes, all funds of the City shall be combined in a common pool, placed in a segregated fund, or placed with external manager(s), except as provided by applicable federal or state statute, City ordinance, or other law. In the common pool(s), investment earnings (losses) shall be proportionately allocated according to the source of funds.

#### **FUNDS EXCLUDED:**

None

### **II. STRATEGY AND OBJECTIVES**

The following objectives apply to both the common pool or discrete funds. The primary investment strategy for segregation of funds from the common pool is to further insure liquidity, i.e. bond funds for capital projects. Other funds with reduced liquidity needs may be segregated for longer term investments, i.e. for bond reserve funds. Separate fund segregation may be done to satisfy other ordinance or statute provisions.

The basic strategy, to be reviewed not less than quarterly, is to concentrate the portfolio(s) with shorter average maturity in periods of rising rates and consider longer maturities as rates fall.

The strategy to maintain most of the total portfolio in the common fund is to provide greater investment flexibility and enhance liquidity compared to small individual funds.

#### **SUITABILITY and the PUBLIC TRUST:**

All participants in the investment process shall act responsibly as custodians of the public trust, and they shall avoid any transactions that might impair public confidence. Investments shall be made not for speculation but for safety of capital, liquidity, as well as the probable income to be derived, taking not only the individual transaction but the portfolio as a whole into consideration.

#### **SAFETY:**

The primary objective of the City's investment policy is the preservation of capital. Each investment transaction shall seek to avoid capital losses from securities defaults and/or erosion of market value. The market value of each investment shall be determined monthly based upon the last market day of the month from the Wall Street Journal or Bloomberg service where required. These valuations will be a part of the quarterly reports submitted annually to an independent auditor.

**INVESTMENT POLICY (continued)****II. STRATEGY AND OBJECTIVES (continued)****LIQUIDITY AND MARKETABILITY:**

The City's investment portfolio(s) will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements. Liquidity and marketability will be ensured by investing in securities with active secondary markets.

**DIVERSIFICATION:**

The City's investment portfolio(s) shall be diversified by type of investment and maturities to reduce risks resulting from undue investment concentration.

Funds held for future capital projects shall be invested in securities that can be reasonably expected to produce sufficient income to offset inflationary construction cost increases. However, such funds shall never be exposed to market price risks or default risks that would jeopardize the assets available to accomplish their stated objective, or be invested in a manner inconsistent with applicable federal and state regulations.

**YIELD:**

The City's investment portfolio shall be structured with the objective of equaling or exceeding the rate of return on three month U.S. Treasury Bills. The investment program shall seek to augment returns above this threshold consistent with the Strategy and Objectives and Eligible Investments identified herein.

**ACTIVE PORTFOLIO MANAGEMENT:**

The City intends to pursue a moderately active versus a passive portfolio management philosophy. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the transaction.

**DELEGATION:**

Management responsibility for the investment program is hereby delegated to the Treasurer of the City of Midland, or in his absence, Assistant Treasurer, or such other person specifically designated by the Treasurer. Day-to-day securities transactions will be done by the Investments Manager with coordination of the Treasurer. To insure internal control and integrity of each investment made under this policy, the City Manager, Deputy City Manager, or the City Attorney, shall review investment transactions within seven days.

The Finance and Audit Committee, composed of at least two City Council Members, the Treasurer, and the City Manager, shall meet, as a minimum, quarterly to review general investment strategies and investment results. The Finance and Audit Committee shall provide and keep minutes of its meetings relating to this investment policy. The Finance and Audit Committee shall include in its deliberations such topics as: economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers, and the target rate of return on the investment portfolio.

**INVESTMENT POLICY (continued)****III. RESPONSIBILITY AND CONTROL****QUARTERLY REPORTS:**

The Treasurer shall submit quarterly an investment report on the investment portfolio to the City Manager and Council in accordance with the Act. The report shall present the portfolio's investments including rate of return, beginning market value, additions and changes, and ending market value, and include an appendix that discloses all transactions during the past quarter.

**ANNUAL REPORTS:**

The Treasurer shall present an annual report of the investment program and investment activity to Council. The annual report shall include a detail of the portfolio, transactions for the year, and recommendations regarding the policy.

**CONFLICTS OF INTEREST:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Officers and employees shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

**IV. INVESTMENTS****ELIGIBLE INVESTMENTS:**

Assets of funds of the government of the City of Midland may be invested with final stated maturities not to exceed ten years with no more than 30% exceeding seven years, except upon concurrence and written approval of the Director of Finance and City Manager in which case assets with final stated maturities of more than seven years may not exceed 50%, and dollar weighted average portfolio maturity not to exceed five years in:

1. Obligations of the United States or its agencies and instrumentalities:
  - A. United States of America Treasury Securities;
  - B. Farmers Home Administration ("FmHA") obligations backed by the full faith and credit of the United States;
  - C. Federal Home Loan Bank ("FHLBs") obligations;
  - D. Federal National Mortgage Association ("Fannie Mae" or "FNMA") obligations;
  - E. Farm Credit System Obligations;
  - F. Federal Home Loan Mortgage Corporation ("Freddie Mac" or "FHLMC") obligations, i.e. discount notes or debentures;

## **INVESTMENT POLICY (continued)**

### **IV. INVESTMENTS (continued)**

#### **ELIGIBLE INVESTMENTS: (continued)**

2. Direct obligations of the State of Texas or its agencies:

Texas State, City, County, or School District General Obligation Bonds with a remaining maturity of ten years or less having been rated as to investment quality by Moody's or Standard and Poor's (nationally recognized investment rating firms) and having received a rating of no less than "A" or its equivalent;

3. Certificates of Deposit issued by state and national banks domiciled in this state:

Certificates of Deposit issued by state and national banks domiciled in this state that are:

- (1) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor; or
- (2) secured by obligations that are described in V.T.C.A., Local Government Code Sections 105.001 et seq;

4. Fully collateralized repurchase agreements having a defined termination date:

Fully collateralized direct repurchase agreements and reverse repurchase agreements having a defined termination date of no more than ninety (90) days from the date such investment is purchased, and secured by obligations of the United States or its agencies and instrumentalities which have a market value of not less than the amount of the funds disbursed and held by a custodian for the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas;

Any investments made with funds resulting from a reverse repurchase agreement must mature within the period of the reverse repurchase agreement.

5. Investment Pools and Money Market Mutual Funds:

- A. Investment Pools of public or private sponsorship as provided in the Act and approved by Council;
- B. Money Market Mutual Funds as authorized by the Act of both public and private sponsorship and approved by Council;

6. Other securities or obligations:

Other such securities or obligations as authorized by State statute and approved by the City Council.

### **V. SELECTION OF BANKS AND DEALERS**

#### **SELECTION PROCESS:**

The City depository shall be selected through the City's banking services procurement process and in compliance with state law.

**INVESTMENT POLICY (continued)****V. SELECTION OF BANKS AND DEALERS (continued)****INSURABILITY:**

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit audited financial statements, evidence of Federal Insurance and other information as required by the Treasurer.

**PRIMARY DEALERS AND APPROVED LIST:**

For brokers and dealers, the Treasurer shall select only those dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York ("Primary Government Security Dealers") and certain "secondary" dealers possessing adequate financial condition to conduct public business. All brokers and dealers must have the ability to consummate each transaction on a delivery vs. payment or equivalent basis. All brokers and dealers must be authorized by the Finance and Audit Committee, and the complete list will be reviewed and approved annually by the Committee. All brokers and dealers must comply with provisions of the Act prior to any transaction with the City.

**VI. SAFEKEEPING AND CUSTODY****INSURANCE OR COLLATERAL:**

All deposits and investments of City funds in bank accounts, certificates of deposit, and repurchase agreements shall be secured by pledged collateral with a market value equal to no less than 100% of the deposits or investments less amounts insured by the FDIC.

Evidence of the pledged collateral shall be maintained by the Treasurer or a third party financial institution. Repurchase or reverse repurchase agreements shall be limited to those brokers or dealers that have executed an agreement with the Treasurer. All repurchase or reverse repurchase agreements shall be executed on a delivery vs. payment basis, or held by a custodian for the City.

**SAFEKEEPING AGREEMENT:**

All safekeeping arrangements shall be in accordance with a safekeeping agreement approved by the City of Midland. The agreement shall include and clearly define the procedural steps for gaining access to the collateral should the City of Midland determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an entity not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signature of the City of Midland, the firm pledging the collateral, and the Trustee.

**COLLATERAL DEFINED:**

The City of Midland shall accept only the following securities as collateral:

- A. FDIC insurance coverage.
- B. Securities allowed under V.T.C.A., Local Government Code Sections 105.001 et seq., shall be eligible to be pledged as collateral.

**INVESTMENT POLICY (continued)****VI. SAFEKEEPING AND CUSTODY (continued)****DELIVERY VERSUS PAYMENT:**

Obligations of the United States or its agencies and instrumentalities or other securities of Section IV shall be purchased using the delivery vs. payment method. Pursuant to such method, funds shall not be wired or paid until verification has been obtained that the correct security has been received by the City of Midland or its designated Trustee. The security shall be held in the name of the City. The Trustee's records shall reflect that the City owns such securities. In the event that the security is held by Trustee, the safekeeping receipts shall be delivered to the City Treasurer.

**VII. MANAGEMENT AND INTERNAL CONTROLS**

The Treasurer shall establish a system of internal controls which shall be periodically reviewed by an independent auditor. Such controls shall be designed to safeguard the City's funds from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

The Finance and Audit Committee will review this policy at least annually and recommend changes as needed to the Council. Council will review and approve the policy annually.

**Resolution No. 2010-306**

## **CASH HANDLING POLICY**

### **I. PURPOSE**

To assist all City departments by defining and communicating what is an acceptable level of control for cash-handling operations, this policy provides rules and guidance. Due to the decentralized nature of revenue collection within the City, procedures vary from location to location. Although the customer service impact of this structure is positive, the various control environments sometimes fall below what is acceptable to City management.

The objectives of this policy are to set forth minimum standards to ensure clear and consistent practice within the City for the handling of cash and for limiting not only the City's losses, but also the City's involvement in investigations of losses of funds. This policy will serve to standardize a sound system of cash controls within the City as well as to provide guidance to departments on improving cash handler skill and accountability. Overall compliance with this policy will allow the City to prevent or detect losses related to cash handling and to assign responsibility to an individual in a timely manner in order to minimize losses.

Further, the ability to ascertain individual accountability for each loss will reduce the impact of failing to protect honest employees from unnecessary suspicion. A sound system of cash controls should protect and support employees who do their job with integrity. Employees not involved in cash errors and/or irregularities deserve to work in an organization that insists on a control system that can show their innocence when errors and/or irregularities do occur.

Specifically, this policy is designed to avoid the following types of circumstances:

- A loss or losses of funds,
- An inability to detect missing funds,
- Detection of missing funds when recovery is no longer possible,
- An inability to determine who is responsible for a loss or losses, or
- An inability to investigate losses.

### **II. RESPONSIBILITIES**

Cash received by the City should be guarded carefully. Each employee, from a front-line cash handler to a Department Manager, is expected to demonstrate a positive attitude in protecting the assets of the City. A clear responsibility lies with management to install and maintain a cash-handling control system that will prevent, detect, or deter fraud.

#### **A. DEPARTMENT MANAGERS HAVE THE RESPONSIBILITY TO:**

1. Ensure the safeguarding of City funds.
2. Require clearly written and approved procedures for all areas of their department's cash-handling operation.



**CASH HANDLING POLICY (continued)****II. RESPONSIBILITIES (continued)****A. DEPARTMENT MANAGERS HAVE THE RESPONSIBILITY TO: (continued)**

3. Ensure that procedures in place in their departments comply with this policy and to assume accountability for exceptions to and deviations from this policy.
4. In the event of a loss, assure compliance with the procedures detailed in the City's administrative bulletin on reporting fraud.

**B. CASH HANDLERS HAVE THE RESPONSIBILITY TO:**

1. Use due diligence in handling City assets so that reasonable protection is provided to those assets at all times.
2. Report to their departmental management, or to the City Manager's Office, any instance which is deemed to be a serious failure to give proper care to cash, securities, or other valuables whether or not such failure has resulted in a loss.
3. Report to their departmental management, or to the City Manager's Office, any instance where a City employee has knowledge or suspicion of a defalcation or dishonest act by another City employee.

**C. OFFICE OF THE CITY AUDITOR HAS THE RESPONSIBILITY TO:**

1. Conduct whatever investigations or cash control reviews that are necessary.
2. Coordinate and collaborate with Midland Police Department where appropriate.
3. Review the policies and procedures of departments documenting exceptions to and deviations from this policy.
4. Upon request, assist departments with developing controls to mitigate the potential effects of exceptions or deviations from this policy.

**III. DEFINITIONS**

- A. Cash handling - As used in this policy statement, describes the receiving, transmitting, safeguarding, and depositing of all funds of any type received by the City.
- B. Cash handler - As used in this policy statement, denotes any employee whose job description includes responsibility for receiving, transmitting, safeguarding, and/or depositing of City funds of any type.
- C. Cash Over/Short - A cash handler is short when an unintentional collection error is made, ie., does not obtain physical custody of money or a change-making error. A cash handler is over when too much money is collected and the excess cannot immediately be returned to the customer.

**CASH HANDLING POLICY (continued)****III. DEFINITIONS (continued)**

- D. Loss of City money results when a cash handler obtains physical custody of money and then, due to negligence, an act of God (such as fire or flood), or a theft cannot deposit that money with the City. Leaving City money unattended and not properly safeguarded is an example of cash handler's negligence that could result in a loss.
- E. Dual control describes processing where two individuals have responsibility for funds. The underlying theory is that the two individuals can vouch for each other's action. Theft is less likely in operations with dual control since it would require the complicity of two individuals.

One type of dual control is demonstrated when a safe requires two combinations or a combination and a key to open. When the combinations or combination and a key are assigned to two individuals, access requires dual control. In this circumstance, a vault or safe could not be opened without two people being present.

- F. Single control occurs when an individual is solely responsible for funds. Since only one person has access to the funds, that one individual can be held accountable in the event of a loss.

If funds are under single control, they must not be accessible to others. Therefore, if a safe accessed by multiple cash handlers is used for overnight storage of funds under single control, those funds must be secured separately within the safe. This ensures that individuals with access to the safe do not also have access to the single-controlled funds.

- G. Segregation of duties ensures that no single person handles a transaction from beginning to end. If possible, the following four basic functional categories should be performed by different people within a cash-handling operation:

1. Authorization or approval of transactions,
2. Recording of transactions,
3. Custody of funds, and Segregation of duties ensures that no single person handles a transaction from beginning to end. If possible, the following four basic functional categories should be performed by different people within a cash-handling operation
4. Monitoring to ensure compliance with control procedures.

If one person does perform two or more of these functions, there is no independent check for mistakes, and errors and /or irregularities are very likely to go undiscovered for long periods. If it's not practical to maintain strict segregation of duties due to a limited staff size, then add other control measures. Additional control measures include rotation of duties among personnel and stricter supervision to include special spot checking of a cash handler's work.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING**

- A. Procedures should be in place which will ensure that all payments received are processed and that any payment may be traced from initial receipt to final disposition. Each cash-handling operation shall include the following controls, as appropriate;
1. Maintain strict control over all receipts.
  2. Use receipts, either manual or cash register generated, for all intakes of money.
  3. At a minimum, when issuing manual receipts, use triplicate receipts to allow for a customer copy, cash-handler copy, and a copy that remains in the manual receipt book.
  4. Have a space indicating mode of payment of manual receipt forms.
  5. Be sure that receipts are signed or initialed by the person issuing. Receipts generated by a cash register should also indicate the person issuing.
  6. Encourage all customers to obtain receipts for their payments.
  7. Have a separate cash box/drawer/register for each person taking in money. Funds accepted by cashiers should be under single control of the cashier. Shared drawers or cash registers accessed by more than one individual are not acceptable. Tellers should have sole access to their funds.
  8. Maintain strict control over the access to funds. Never leave cash or checks unsecured.
  9. Place a restrictive endorsement on checks at the time of receipt.
  10. Use change funds for making change only. No checks of any type may be substituted for cash. Except when appropriately authorized based on City policy **SUBSTITUTING or CASHING OF CHECKS USING CITY CASH IS STRICTLY PROHIBITED**. There are currently two authorizations for the substitution of checks for cash:
    - a. City of Midland Credit Union checks for \$50.00 or less may be cashed at the Central Cashiers' Office based upon the availability of funds in the Central Cashiers' Office.
    - b. City of Midland checks issued to replenish petty cash funds may be substituted for cash in a deposit to replenish the petty cash fund.
  11. Departmental policy should set the amount of cash which any one cash handler may hold (may be based on a percent of normal daily transactions). When funds at a cash handler's work station exceed this amount, an additional deposit or transfer of funds to a safe should be made.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)**

12. In an environment where a cash register is used, the cash handling supervisor should understand register capabilities and limitations. Cash registers should be in good repair with all mechanical controls fully functional.

13. Mail Processing Controls

Proper management of mail collection is particularly important because the person making the payment is not present, and no receipt is issued at the time of collection. Until control over the receipt of mail payments is established, mail processing shall be performed under dual control. At a minimum:

- a. Mail should be opened daily to expedite processing of payments received.
- b. Mail should be worked independently of over-the-counter receipts
- c. Checks should be restrictively endorsed as soon as possible after being opened.
- d. Procedures should be established to describe how payments which can not be accounted for upon receipt should be handled, ie., utility payment received without an accompanying utility bill or a parking fine paid without an accompanying ticket.

**B. SAFEGUARDING FUNDS**

Strict control must be maintained over the access to funds at all times. Dual control over the processing and storage of all cash funds should be used, where practical. It is the City's policy that access to vaults and safes shall be limited and the following controls over the processing and storage of all cash funds should be used, where practical.

1. Individuals handling cash should be provided separate and secure work areas. When single control over cash is expected, each individual should be provided space to achieve single control.
2. Private areas should be provided for cash reconciliation and deposit preparation. Only authorized individuals should be allowed in cash-handling areas.
3. Physical facilities for any cash handling operation should be inspected by the Midland Policy Department and reasonable efforts made to comply with suggestions for improved safety.
4. Each cash handler is responsible to see that their cash drawer, cash bag, or cash box is locked when they leave their station. No funds are to be left unattended and unsecured.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)****B. SAFEGUARDING FUNDS (continued)**

5. During non-business hours and during business periods where access to cash is not required, all funds are required to be stored in a locked vault, safe or approved cash storage drawer.
6. Safes, vaults, or storage drawers should be positioned so that they are not visible to the general public. Partitions, rugs, or barriers should be positioned to hide cash storage receptacles.
7. Vault combinations should be limited to the smallest number of individuals practicable, given the business needs of the work unit.
8. Vault or safe combinations should never be written down in the cash-handling area. Safe combinations held by individuals who serve as back up to the everyday users of the safe, who may need to write down this combination, should keep the combination offsite of on their person.
9. When an individual who knows the vault or safe combination leaves the City employment, the safe combination should be changed promptly.
10. Cash handlers are to be in sole possession of their cash drawer, cash bag, or cash box key.
11. Duplicate keys will be placed in a locked key box under dual control.
12. It is the cash handler's responsibility to immediately notify their supervisor in the event a key is lost. No replacement key will be made, but the lock on the cash receptacle in question is to be promptly replaced.

**C. TRANSFERRING AND/OR TRANSPORTING FUNDS**

It is the City's policy to require witnessed cash counts and reconciliation's whenever City funds change hands. Whether transferring funds between cash handlers within a work unit or transporting funds between locations, individual accountability can only be maintained by protecting the chain of custody.

1. A cash count and reconciliation will occur whenever City funds change hands
2. Whether transferring funds between cash handlers within a work unit or transporting funds between locations, never allow the relinquishing custodian of the cash to leave before the receiving custodian has completed a cash count and reconciliation.
3. Both the relinquishing and receiving custodian of the cash will sign off on the cash count and reconciliation to complete the transfer of funds.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)****C. TRANSFERRING AND/OR TRANSPORTING FUNDS (continued)**

4. Transfer of funds between locations or units should be performed under appropriate security. Regular cash deposits in excess of \$1,000 will be transported between departments to the City cashiers or between departments and the bank by armored car if possible.
5. All transports of cash between locations will be made in locked transport bags or sealed bank security bags. Couriers will not have keys to the transport bags; only the sending and receiving units will have keys.

**D. RECONCILING AND DEPOSITING FUNDS AND RECORDING TRANSACTIONS**

1. Any daily funds or accumulation of funds in excess of \$500 must be deposited daily. At a minimum, weekly deposits must be made even when the weekly accumulation of funds does not exceed \$500.
2. In an environment where a cash register is used, the cash handler's supervisor should maintain in his/her possession, and be responsible for, the key used to produce a cash register "Z" tape required to close out the register.
3. The cash handler's supervisor should ensure that the full "Z" tape sequence is accounted for in cash-handling environments where cash registers are used. Cash register "Z" tapes are sequentially numbered and maintain a running total of all transactions on the cash register. An unaccounted for "Z" tape may indicate a missing deposit.
4. Each cash handler should reconcile on a daily basis. A formal reconciliation should be prepared by the cashier and then approved by a supervisor. A supervisor's review should confirm that the amount of cash indicated on the reconciliation is accurate. Furthermore, the supervisor should ensure that the total receipts equal the cash totals. Finally, the supervisor should review and approve voids.
5. The cash-handling and accounts receivable functions should be separate.
6. Independent of the cash-handling operation, periodic reconciliation of bank accounts should be performed and reconciling items should be identified. Management information reports should be prepared and submitted to department management to ensure that all reconciling items are appropriately resolved.
7. Cash receipts documents should be prepared promptly and should be dated the same day as the funds are deposited in the bank. Additionally, the documents should be forwarded to the Finance Department or Central Cashiers' Office for prompt recording to the general ledger.

**CASH HANDLING POLICY (continued)****IV. CONTROL STANDARDS FOR CASH-HANDLING (continued)****E. HIRING, TRAINING, AND EVALUATING CASH-HANDLING POSITION.****1. Minimum Hiring Qualifications:**

An individual may not serve in a City cash-handling capacity with criminal history record information that reveals a recent (within last five years) and relevant (theft conviction of any kind) conviction.

**2. Cash-Handling Training -All individuals required to handle City funds should be properly trained to do so.****F. WRITTEN ROBBERY PROCEDURES****1. Each area handling cash should have written procedures for use should a robbery take place. Cash handlers should be instructed in how to act during and after a robbery to ensure their safety and that of co-workers.****2. Each department should consult with Midland Police Department on the development of robbery procedures for their cash-handling environment.****G. RECORD RETENTION REQUIREMENT****1. According to the Local Records Retention Schedule of the Texas Local Government Code, cash collection sites are required to retain records pertaining to cash handling for three years after the close of each fiscal year.**

## **PURCHASING POLICY**

### **I. OBJECTIVE**

To Govern goods and services expenditures incurred by the City of Midland for authorized City business.

### **II. ORGANIZATION OF PURCHASING DIVISION**

There is hereby established in the Department of Facilities and Fleet Management, the Division of Purchasing, the head of which shall be the City Purchasing Agent. The City Purchasing Agent shall be appointed by the Director of Facilities and Fleet Management subject to approval of the City Manager, and shall receive such salary as is duly appropriated therefor.

### **III. DEFINITIONS**

#### **A. EMERGENCY**

A case of public calamity caused by fire, flood, storm or other natural disasters or acts of God, or other emergency cases created by unforeseen damage to public property or equipment.

#### **B. DELEGATION OF AUTHORITY**

A written document granting limited authority to an individual to carry out certain purchasing activities on behalf of the City following the procedures, policies, statutes and/or guidelines set forth herein. The delegation is generally limited to the use of Departmental Purchase Orders and petty cash. Persons exceeding their authority can be held personally liable for commitments made which are beyond their scope of authority, or that are non-compliant with policies.

#### **C. FORMAL SEALED BID**

Formal sealed bids are those that are advertised, posted and sent out to solicit bids that will be returned in a sealed envelope and opened at a specified time and place. In addition, bids may be received by electronic means (Facsimile or e-mail) as long as systems are in place that prevent viewing before the specified bid opening date and time or as otherwise allowed by Chapters 252 and 271 of the Local Government Code.

#### **D. INFORMAL SEALED BID**

Informal sealed bids are those that are sent out to solicit bids that will be returned in a sealed envelope and opened at a specified time and place. They may or may not be posted and advertised at the Purchasing Agent's discretion. In addition bids may be received by electronic means (Facsimile or e-mail) as long as systems are in place that prevent viewing before the specified bid opening date and time.

#### **E. POST & ADVERTISEMENT**

Posting of bids is the placement of a copy of the bid in a noticeable place where prospective bidders may view the bid requirements. Advertising is placement of a



## **PURCHASING POLICY (continued)**

### **III. DEFINITIONS (continued)**

- E. POST & ADVERTISEMENT (continued) legal notice in the local newspaper and on the City's web page. Web page posting is not mandatory.

### **IV. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING AGENT**

#### **A. SCOPE OF AUTHORITY**

Whereas the Midland City Code at Title I, Chapter 5, Section 5(J) bestows upon the City Manager certain duties and authorities for the purchase of goods and services for the City, and permits the City Manager to delegate those duties and authorities, the City Manager hereby delegates to the Director of Facilities and Fleet Management the authority and it shall be his duty to purchase, or contract for all supplies, materials, equipment and contractual services needed by any and all departments of the City. The Director of Facilities and Fleet Management in turn delegates these duties and responsibilities to the City Purchasing Agent. Departments have no authority to order directly from, or in the absence of permission from the City Purchasing Agent, to negotiate with salesmen. Sales people who solicit business from Department Managers are to be referred to the purchasing office.

#### **B. DUTIES OF THE PURCHASING AGENT**

Under the general supervision of the Director of Facilities and Fleet Management and the City Manager, it shall be the duty of the Purchasing Agent:

1. Policy Enforcement: To observe and enforce the policies herein outlined and all related regulations.
2. Encourage Competitive Bidding: To discourage, so far as practical, any procedure other than purchasing by competitive bid, either formal or informal.
3. Buy Goods Made In USA: Purchase goods made in the United States when it is possible to obtain suitable and satisfactory materials, supplies, and equipment at fair and reasonable prices.
4. Maintain Ethical Behavior: To conduct the purchasing office in such a frank and open manner that bidders may be confident of the fairness of all awards and thus be encouraged to continue to furnish competitive bids so that the City shall secure the best service or articles of the highest quality at the best price at all times, meeting the intent of the *Principles and Standards of Purchasing Practices* published by the Institute of Supply Management (ISM), formerly know as the National Association of Purchasing Management (NAPM). All individuals performing any portion of the Purchasing Function shall adhere to these standards. (See Attachment B)
5. Investigate Possible Criminal Acts By Vendors: To investigate the possibility of collusion in cases of repeated bids or repeated awards to the same vendors. To investigate any instance where a conflict of interest may exist.

## **PURCHASING POLICY (continued)**

### **IV. SCOPE OF AUTHORITY AND DUTIES OF THE PURCHASING AGENT (continued)**

#### **B. DUTIES OF THE PURCHASING AGENT (continued)**

6. **Maintain Records:** To maintain a record of all bids, quotations, contracts, vendor and commodity lists, requisitions, policy documentation, policies and purchases for periods as prescribed by the official Records Retention schedule as published by the City Secretary's office and summarized as follows:
 

Purchase Orders, Requisitions, Bid Requests .....	End of FY + 3 years
Multi-Year Contracts for services, Purchase Agreements, Vendor 1099 information .....	4 years
Policy Documentation files, Policy statements, Total Cost Bids .....	5 years
Vendor and Commodity Lists, State Contracts .....	Until Superseded
7. **Maintain Commodity Classifications:** To prepare a classification of commodities and commodities by vendor for use in selecting vendors and preparing bid requests.
8. **Specification Preparation:** To prepare specifications where practical, governing purchases of various items, and to submit such specifications to the City Manager for his approval or the approval of the City Council, as the case may be. However, when it is proposed to purchase articles of a technical or scientific nature, or for special use, the head of the requisitioning department shall submit specifications to the Purchasing Agent for review and enhancement where necessary, or detailed information for specification preparation; and in the event of disagreement between the Department Manager and the Purchasing Agent regarding those enhancements, the matter shall be determined by the Director of Facilities and Fleet Management or City Manager.
9. **Inspection & Testing:** To provide for and/or require inspection and appropriate testing for goods delivered on purchase orders and make sure that inferior or unsatisfactory articles are rejected.
10. **Warehousing:** To anticipate the needs of departments and to work with the Warehouse Division so as to maintain an adequate supply of articles or commodities in general use in the City Warehouse or contract for same.
11. **Optimize Procurements:** Upon submittal of the annual budget by the City Manager, to ascertain what and when special purchases are contemplated; to be prepared to buy the same, or order for deferred delivery and payment, so as to take advantage of the best price and terms.
12. **Delegation Of Responsibility:** If, under any circumstances, the Purchasing Agent delegates in writing to another employee of the City to carry out any purchase transaction, it will be understood that such delegation of authority carries with it the responsibility to carry out those transactions fully in accordance with this policy and the understanding that the Purchasing Agent has full authority to revoke those privileges for non-compliance with the Policy.

## **PURCHASING POLICY (continued)**

### **V. ESTIMATES**

All departments of the City shall file with the Purchasing Agent detailed estimates of their requirements of supplies, materials, equipment and contractual services in such manner, at such time, and for such future periods as the City Purchasing Agent shall prescribe. This shall, in no way, prevent any department from filing with the City Purchasing Agent at any time, a requisition for supplies, materials, equipment or contractual services, the need for which was not foreseen when the detailed estimates were filed

### **VI. APPROVAL OF PLANS & SPECIFICATIONS/AUTHORIZATION TO ADVERTISE FOR BIDS**

#### **A. ALL PURCHASES & CONTRACTS - EXCLUDING PUBLIC WORKS**

1. Budgeted: \$0 to \$25,000 - By Director of Facilities & Fleet Management  
\$25,000 or more - By City Manager
2. Non-budgeted: Under \$50,000 - By City Manager  
\$50,000 or more - By City Council

#### **B. PUBLIC WORKS CONTRACTS**

1. Budgeted: Under \$50,000 - By City Manager  
\$50,000 or more- By City Council
2. Non-budgeted: Under \$25,000 by City Manager  
\$25,000 or more by Council

### **VII. REQUISITIONS**

- A. Source of Forms: Each Department shall request purchases on requisition forms issued by the Purchasing Agent's office.
- B. Requisition Approval: Each requisition shall be signed by the operating executive or Department Manager in charge of the department issuing the requisition.
- C. Description/Specification: Each Department submitting a requisition shall specify in full upon the requisition, the article or service desired in such terms as to make all specifications as open to competition and as least restrictive as possible. Every effort must be made such that the stated specifications provide adequate competition among as many bidders as possible.
- D. Requirement For Requisitions Or Departmental Po's Purchasing Card Transaction Logs: Requisitions or Departmental Purchase Order's or Purchasing Card Transaction logs for purchases up to, and including \$1,000, are required for the purpose of control records, and payment advice even though the Purchasing Division may not have made the purchase.

**PURCHASING POLICY (continued)****VII. REQUISITIONS (continued)**

- E. Routing Of Requisitions: All requisitions should be forwarded to the Finance Department for certification of funds and then to the Purchasing Agent in sufficient time to permit careful purchasing of the consolidated requirements of all departments of the City.
- F. Capital Outlay Requests: When required by the *Capital Asset Acquisition & Management Policy*, the *Capital Outlay Request* shall be completed and attached to the requisition. In addition, a *Request for Asset Disposition Authorization*, shall be attached for items being replaced.
- G. Requisition Scheduling: The Purchasing Agent may announce a schedule of dates or periods during which routine requisitions will be accepted.
- H. Splitting Of Orders: No splitting of orders is permitted as an evasion of the policy prescribed by Statute, Charter, Ordinance, or Administrative order. Penalties for violation are stated in paragraph XXIV, *Employee Responsibilities*.
- I. Budget Transfers: When funds are not specifically provided for in the appropriate expense classification, but are available in another expense classification in the current budget, the appropriate budget transfers shall be made through the use of the forms and procedures as provided by the Finance Department prior to submitting the requisition to the Purchasing Division.
- J. Requisitions Are Subject To Budgetary Control: Therefore requisitions shall have been certified by the Finance Department as to the availability of funds prior to receipt by purchasing; and no purchase order involving an amount in excess of \$1000 shall be issued unless and until the requisitions have been so certified, or in case of an emergency as stated herein.
- K. Need For Correct Dollar Amounts: Where possible, requisitions and departmental purchase orders shall state the correct amount involved, to enable the City to know exactly where it stands in the matter of encumbrance of funds.
- L. Document Review: The Purchasing Agent is required to review all requisitions for completeness of description and other essential information. He will have the authority to:
  - 1. Inventory Items: Remove any item from the requisition which can be supplied from the central storeroom or municipal warehouse.
  - 2. Request Explanations: Question an item and require an explanation in writing from the head of the requesting department. If resolution of the question can't be accomplished with such Department Manager, the matter shall be referred to the Director of Facilities and Fleet Management who will resolve the conflict or refer it to the City Manager for resolution.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS**

To provide control and safeguards proportionate to the value involved, purchase transactions are divided into seven classes as follows:

- A. Fuels: Fuels shall be purchased on an as needed basis. Verbal, or fax bids shall be taken from as many bidders as practical each time. Award shall be made on a low total truckload bid. In addition to bidding the qualified major distributors and or producers, bids shall be sought from vendors listed on the Texas General Services Commission list of Historically Underutilized Businesses (HUB's) (see paragraph VIII.E for further discussion of HUB's) for Midland County as they become registered, in accordance with statutory requirements. This list is available from the Purchasing Division.
- B. Services, Repairs Other Than Those Made To Vehicles And Or Equipment: In order to verify that all contract, insurance and/or applicable statutory requirements are met, *ALL* requisitions and specifications or description of work or any procurement of services, repairs or other labor intensive work of amounts over \$2,000 shall be forwarded to the office of the Purchasing Agent for bidding and processing. There shall be no exception. For amounts of \$2,000 and less, a Departmental Contract may be used. **All contract requirements shall be complied with.**
- C. Commodity Purchases of \$1,000.00 or Less: Commodity purchases of \$1,000.00 or less may be made by the Department Manager, Division Manager, or authorized representative with written delegation from the Purchasing Agent by using the City of Midland Purchasing Card (See the Purchasing Card Policy for complete information) or Departmental Purchase Order form provided:
  - 1. Inventoried Items: Items that are needed and are not available from Central Stock Room or Municipal Warehouse.
  - 2. Compliance with Parole Evidence and Statute of Frauds: Departmental Purchase Order document must be given to each vendor at time of purchase. The exception to this provision is the use of the Purchasing Card which precludes the issuance of a written order. (Ref: Business & Commerce Code; Title 1: Uniform Commercial Code; Chapter 2: Sales; §2.201 statute of Frauds; and §2.202: Parole or Extrinsic Evidence)
  - 3. Competitive Bids Under \$200: The need for securing competitive bids under \$200 shall be at the discretion of the user. However, the user should be cognizant of the ever present opportunity to save tax dollars by taking bids. When bids are taken they shall be kept with the user copy of the Purchase Order and done in accordance with the instructions on the reverse side of the user copy.
  - 4. Record Of Books Issued: The Purchasing Office shall maintain a record of issued Departmental Purchase Order and Contract books and to whom issued.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****C. Commodity Purchases of \$1,000.00 or Less: (continued)**

5. User Records: User department shall retain the department copy of all Departmental Purchase Order forms for a period of at least two years or as required by the records retention schedule.
6. Capital Outlay/Asset Disposition: When required by the *Capital Asset Acquisition & Management Policy*, the *Capital Outlay Request* shall be completed and forwarded to Accounting with the Accounting copy of the Purchase Order. In addition, a *Request for Asset Disposition Authorization*, shall be attached to the Purchasing copy for items being replaced.

**D. Purchases In Excess Of \$1,000.00 And Up To And Including \$3,000.00**

1. Determination of the Most Advantageous Bid: The City Purchasing Agent or User shall secure verbally, by telephone, telegraph, fax or letter, as he may determine, three or more proposals/bids. The City Purchasing Agent shall determine the most advantageous bid or reject any and all bids.
2. Less Than Three Bids: In situations where it is impossible to obtain three bids, the Director of Facilities and Fleet Management may approve recommendation of the most advantageous bid for the City from the bids that were obtained, or reject any or all bids received.
3. Suspension Of Bidding: The City Purchasing Agent, with the approval of the Director of Facilities and Fleet Management, may dispense with bidding if it is not to the advantage of the City to secure bids.
4. Purchase Approval: The final approval for purchase (Signature/ initials on requisition: "Authorized Purchase") for this range is made by the Purchasing Agent.
5. Emergency Purchases: In case of an emergency as defined in Section III.A, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions shall be documented on a standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be approved by the Director of Facilities and Fleet Management.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)**

- E. Purchases In Excess Of \$3,000 And Up To The Current Statutory Limit Requiring Advertisement For Sealed Bids.

Effective September 2001, legislative change in the bidding statutes require that any solicitation under \$25,000, but over \$3,000 shall include at least two (2) inquiries to **Historically Under-utilized Businesses** or HUB's within the jurisdiction's County. These companies are certified through the State General Services Commission (GSC) and subsequently listed on the Texas General Services Website. Furthermore, if there are no certified vendors listed, the requirement is subsequently nullified. In order to assure compliance, the following requirements have been implemented.

1. **Purchasing Takes Bids:** Bids shall be invited upon such specifications as have been previously approved in accordance with paragraph VI, above. A requisition, specifications and/or complete descriptions by the initiating department will be processed through the Purchasing Office. All bids for purchases in this range shall be obtained by the Purchasing Office, except as otherwise specifically approved by the Purchasing Agent.
2. **Bid Format:** Bids shall be requested by fax or letter. Sealed bids may be issued at the discretion of the Purchasing Agent. Irrespective of the method used to solicit bids, all bids received shall be held in strictest confidence until the bids are opened in accordance with the request for bids.
3. **Bid Receiving Address:** The bids shall be received in the office of the Purchasing Agent and opened (as applicable) at the time and place designated by him. The Purchasing Agent along and in cooperation with the requisitioning Department Manager(s) shall determine the most advantageous bid or he may reject any and all bids.
4. **Single Bid:** In the case where only one bid can be obtained, acceptance or rejection of the single bid shall be at the discretion of the Director of Facilities and Fleet Management.
5. **Purchase Approval:** The final approval for purchase (Signature/ initials on requisition: "Authorized Purchase") for this range is made by the Director of Facilities and Fleet Management.
6. **Emergency Purchases:** In case of emergency, as defined in Section III.A, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be approved by the Director of Facilities and Fleet Management and City Manager.

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****F. Purchases In Excess Of Statutory Limits (Currently \$25,000) And Up To \$50,000.**

1. Sealed bids shall be invited upon such specifications as have been approved in accordance with paragraph VI, above. A requisition by the initiating department will be processed through the Purchasing Office.
2. Advertisement of Bids: After approval of specifications, notice of the time, and place, when and where such bids shall be opened shall be published in the official newspaper and or alternative source as prescribed by statute once a week for two consecutive weeks prior to the time set for opening the bids, the date of the first publication is to be at least 14 days prior to the date set for opening said bids (in the case of a public works contract, the second advertisement for bids will be published no later than the 10th day before the first day on which bids may be submitted), and said contract shall be let to the lowest and/or most advantageous responsible bidder after approval by the City Manager or by the City Council as required. Any and all bids may be rejected.
3. Place Of Bid Receipt: The sealed bids shall be received in the office of the Purchasing Agent and opened in a place designated in the notice. The Purchasing Agent along and in cooperation with the Department Manager(s) shall determine the most advantageous bid or he may reject any and all bids.
4. Single Bid: In the case where only one bid is received, it shall be opened in the City Secretary's Office. The results of the opened bid shall be recorded. Bids in the amount of \$25, 000 to \$50,000 will be sent to the City Manager with a recommendation to accept or reject the bid. Authorization to re-advertise for bids in this range will be by the City Manager. Any Single bid so opened over \$50,000, will be sent to the City Council with a recommendation to accept or reject the bid and any subsequent authorization for re-advertisement.(See par. VIII.G.4)
5. Purchase Approval: The final approval for purchase (Signature/ initials on requisition: "Authorized Purchase") for this range is made by the City Manager.
6. Emergency Purchases: In case of emergency as defined in Section III.A, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be approved by the Director of Facilities and Fleet Management and City Manager.



**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****G. Purchases Of \$50,000 And Over**

1. Document Review: Completed requisitions, specifications, contracts, etc. shall be forwarded to Purchasing for specification and/or review and /or review and subsequent processing. This shall include any public works contract.
2. Requisition Processing: Sealed bids shall be invited upon such specifications as have been previously approved in accordance with paragraph VI, above. A requisition by the initiating department will be processed through the Purchasing Office.
3. Advertisement For Bids: After approval of specifications, notice of the time, and place, when and where such bids shall be opened shall be published in the official newspaper once a week for two consecutive weeks prior to the time set for opening the bids, the date of the first publication to be at least 14 days prior to the date set for opening said bids (in the case of a public works contract, the second advertisement for bids will be published no later than the 10th day before the first day on which bids may be submitted), and said contract shall be awarded to the lowest and/or most advantageous responsible bidder after approval by the City Council.
4. Bid Delivery Point:
  - a. All bids shall be sealed and delivered to the City Secretary's office. At the time announced, there will be a public opening of all bids received by him/her at such place as designated in the advertisement. The City Secretary or his/her designee will witness said bid openings and record bid amounts, which will be retained by the City Secretary's office. After the bid opening, custody of all documents will be given to the Purchasing Division for further action.
  - b. In the event of a SINGLE bid, the bid will be opened in the City Secretary's Office. The results will be recorded as in paragraph 4.a. above. A recommendation will then be made to the City Council for acceptance or rejection and any subsequent authorization for re-advertisement for bid if required.
5. Bid Tabulation: The City Purchasing Agent and/or Department Manager involved shall tabulate and evaluate the bids and said bids shall remain on file in the office of the Purchasing Agent as stated in the official notice. A recommendation by the user department or division shall be made to the Purchasing Agent, who will then review the recommendation with the bids and make a final recommendation to the City Manager.
6. Council Approval: The City Council, upon recommendations from the Purchasing Office and City Manager, shall determine the most advantageous bid for the City and shall award the contract or proposal to such bidder, but the Council shall have the right to reject any and all bids, and, in the event all bids

**PURCHASING POLICY (continued)****VIII. PROCEDURE FOR SECURING BIDS AND MAKING AWARDS (continued)****G. Purchases Of \$50,000 And Over (continued)**

6. Council Approval: (continued) are rejected, may call for new bids which shall be advertised in like manner as the original bids.
7. Specifications Available For Review: Pending advertisement of such proposed contracts and/or purchases, the specifications shall be on file in the office of the City Purchasing Agent subject to the inspection of all persons and companies desiring to bid.
8. Contract Execution: Execution of any contract documents and verification of bonding and insurance compliance by the successful bidder shall take place in the Facilities & Fleet Management Offices. Subsequently, the signed original of the contract shall be placed in the care and keeping of the City Secretary's office.
9. Emergency Purchases: In case of emergency as defined in III.A. above, the Department Manager, Division Manager, or his authorized representative may have discretion to make such purchases or obligations as necessary. ALL such actions will be documented on standard requisition form and supported by memo which completely explains the nature of the emergency. This documentation will be submitted to the Director of Facilities and Fleet Management within two working days and such action shall be submitted to the City Council for ratification.

**IX. REQUESTS FOR PROPOSALS**

- A. RFP's should be used sparingly, for complicated bids that require the vendor/contractor to provide a great deal of feedback on what is being procured.
- B. The procedure for an RFP shall be the same as any request with a couple of exceptions.
  1. The time frame can be very long from the time it is issued until the opening. Several months would not be unusual.
  2. No information is revealed to any proposers at the opening or until the award is made.
- C. For complete details and model information, RFP construction, evaluation, etc., see the RFP Manual.

**X. RELEASE OF INFORMATION TO BIDDERS OR OTHERS**

To reduce confusion and prevent misleading information from being divulged to participating bidders, ALL bidder requests for bid results (over \$1,000) prior to award shall be referred to the Purchasing Division.

**PURCHASING POLICY (continued)****XI. PURCHASING AGENT'S SIGNATURE REQUIRED ON PURCHASE ORDER**

Before any purchase up to and including \$25,000 is released to the vendor, it shall bear the signature of the Purchasing Agent. Purchase Orders over that amount shall bear the Director of Facilities and Fleet Management's signature, except in instances where the Director has authorized the Purchasing Agent to sign the Purchase Order.

**XII. DEPOSIT OF GOOD FAITH MONEY - BID BONDS**

When so stated in the specifications or request for bids, each bid shall be accompanied by a certified check or surety bond in the amount of 5% of the bid, which shall be forfeited to the City in case the bidder to whom the business is awarded shall fail or refuse to comply with the terms of the bid.

**XIII. PERFORMANCE AND PAYMENT BONDS**

When required by statute or so stated in the specifications or the request for bids, the successful bidder shall give to the City a good and sufficient bond in such amount as is required by the transaction as a guarantee of compliance. Forfeiture of such bond for noncompliance shall not preclude the action by the City stipulated in the following section.

**XIV. LOCAL PREFERENCE**

A local preference may be given as long as statutorily permitted by Section 271.905 of the Local Government Code, in the amount of 3%: "to a bidder whose principle place of business is in the local government if the governing body of the local government determines in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government and increased tax revenues to the local government".

**XV. IRRESPONSIBLE VENDOR**

Upon recommendation of the City Purchasing Agent and approval by the Director of Facilities and Fleet Management or City Manager, any vendor who fails to comply with the terms of the award may be declared an irresponsible vendor. Bids submitted by said vendor shall not be considered again for a minimum period of six months as determined by the City Manager, or Director of Facilities and Fleet Management.

**XVI. FOLLOW-UP, INSPECTION AND ACCEPTANCE**

The City Purchasing Agent shall be responsible for seeing that an inspection of all deliveries of supplies, materials, equipment or contractual services be made by the using department. He shall approve and/or enumerate and require chemical and physical tests to be conducted by the head of the using department on all supplies and services to determine compliance with the specifications. The Purchasing Agent shall have access to, and shall coordinate the use of, City laboratory facilities and, with the approval of the Director of Facilities and Fleet Management, use of any necessary outside laboratory in connection with chemical or physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. Any related charges for such tests shall be borne by using and benefiting

**PURCHASING POLICY (continued)****XVI. FOLLOW-UP, INSPECTION AND ACCEPTANCE (continued)**

department. The Purchasing Agent may reject non-conforming articles and supplies and any such rejected materials shall not be used by any department.

**XVII. AUTOMOTIVE PARTS AND SUPPLIES FOR SPECIAL PURPOSES**

The Director of Facilities and Fleet Management may, at his discretion, delegate in writing to other appropriate individuals, authority to solicit bids or purchase automotive parts, repairs and supplies for special purposes such as electric supplies, laboratory supplies and the like, subject to the provisions of this Purchasing Policy.

**XVIII. ACCEPTING EQUIPMENT "ON TRIAL"**

No equipment or accessory may be put to use by any department for the purpose of testing its suitability or fitness in advance of purchase without the express approval of the City Purchasing Agent. He shall require an understanding from the vendor that such trial and use and any possible purchase liability be presented in writing prior to commencement of such demonstration or test. Provided that in the event the purchase of equipment proposed to be demonstrated is not contemplated in the current budget, the matter shall be submitted to the Director of Facilities and Fleet Management.

**XIX. RENTAL OF EQUIPMENT**

- A. Approval Required: No equipment or accessory shall be rented or leased without an approved requisition and purchase order, except as provided in Section III.A for an emergency.
- B. Garage Action: ALL vehicular equipment rentals shall be made through the Garage Division ONLY.

**XX. ONLY "PUBLIC PURCHASES PERMITTED:**

Neither the Director of Facilities and Fleet Management or the City Purchasing Agent, any employee of his office, nor any Department Manager to whom authority to purchase may be delegated, shall, acting in his official capacity on behalf of the City, purchase automobile supplies or accessories for the personal or private account or use of any employee including those whose privately owned automobiles are rented for use in City business; or supplies or materials of any kind for personal or private use of any employee or other person(s), at a discount not consistent with that business' normal pricing policy.

The work and concern of all persons in any way associated with the business of the Purchasing Office shall be confined strictly to purchases of a public nature and for which funds are provided in the budget.

**XXI. TRANSFER OR SALE OF CITY OWNED PERSONAL PROPERTY**

- A. Auctions: Annually, an auction will be held by the Purchasing Agent to dispose of surplus, obsolete or otherwise unusable supplies and equipment, including materials from various "Lost and Found" depositories, Police confiscations and recovered/ unclaimed evidence that have been cleared for sale.

**PURCHASING POLICY (continued)****XXI. TRANSFER OR SALE OF CITY OWNED PERSONAL PROPERTY (continued)****A. Auctions: (continued)**

1. This may include the use of online auctions where deemed appropriate and in the best interest of the City.
2. The Purchasing Agent may also hold other auctions during the year where special conditions dictate the auction as being necessary. (When fair market value of City owned personal property can be reasonably ascertained, City owned personal property may be disposed of by direct sale. See paragraph XXI.B)
3. All departments shall submit to the Director of Facilities and Fleet Management or Purchasing Agent, at such times and in such form as he shall prescribe, reports showing stocks of all supplies, materials, and equipment which are no longer used or which have become obsolete, worn out or scrapped.
  - a. The Director of Facilities and Fleet Management or Purchasing Agent may transfer such stock to another department that has need for and can use it, or hold such item in storage for future use as he may determine most advantageous for the city.
  - b. The Director of Facilities and Fleet Management or Purchasing Agent shall also have the authority to sell all such supplies, materials and equipment which have become unsuitable for public use, or to exchange for or trade in the same on new supplies, materials and equipment.
4. Department Managers may initiate the sale of obsolete, worn out, or scrap property of the City under their supervision by written memorandum to the Director of Facilities and Fleet Management or Purchasing Agent, describing the property and stating the reasons for proposed sale.

- B. Single Items Or Special Lots:** The Director of Facilities and Fleet Management or Purchasing Agent shall solicit bids; where required by statute, by public advertisement and posting on the bulletin board and shall review all proposed property sales and make written recommendation to the City Manager.

The City Manager shall approve all sales of City Owned Personal Property that is not sold at auction or through the solicitation of bids. Approval may be delegated to certain levels to the Director of Facilities and Fleet Management.

**XXII. BOARD OF STANDARDIZATION**

A Board of Standardization may be established at the direction of the City Council and/or City Manager, to be made up of the Mayor, City Manager, Director of Facilities and Fleet Management and Purchasing Agent personally or by deputy and who shall constitute the Board of Standardization. Members of this board shall serve without additional compensation. It shall be the duty of this Board to classify all supplies, materials and equipment used by the various departments of the City Government; to adopt as

**PURCHASING POLICY (continued)****XXII. BOARD OF STANDARDIZATION (continued)**

standards the minimum number of qualities, sizes and varieties of commodities consistent with the efficient operation of the City Government, and to prepare, adopt and promulgate written specifications describing such standards subject to the approval of the City Council. The Board of Standardization shall have power to make use of the laboratory and engineering facilities of the City and the technical staffs thereof in connection with its work of preparing and revising standards and written specifications.

The Board shall also consult with the Department Managers and other officials of the City Government to determine requirements, and shall endeavor to prescribe those standards which meet the needs of the majority. All specifications must be definite and certain and permit competition. After its adoption each standard specification shall, until revised or rescinded, apply alike in terms and effect to every future purchase and contract for the commodity described in such specifications.

**XXIII. PETTY CASH FUNDS**

Petty cash funds not to exceed three hundred dollars (\$300.00) are established, upon approval by the Purchasing Agent, for the purpose of making purchases of thirty dollars (\$30.00) or less. Petty cash purchases shall be of the nature that they will benefit the operation of the City by saving time and money. Petty cash purchases shall not be made for the purpose of evading the Purchasing Policy, such as splitting purchases to evade the thirty dollar (\$30.00) limit. Petty cash purchases shall be documented with adequate receipts and all receipts shall be submitted to the Finance Department at least monthly for reimbursement.

**XXIV. EMPLOYEE RESPONSIBILITIES**

Employees not conforming to the current Purchasing Policy may be subject to the Adverse Action Policy covered under Chapter VIII of the City of Midland Personnel Policy.

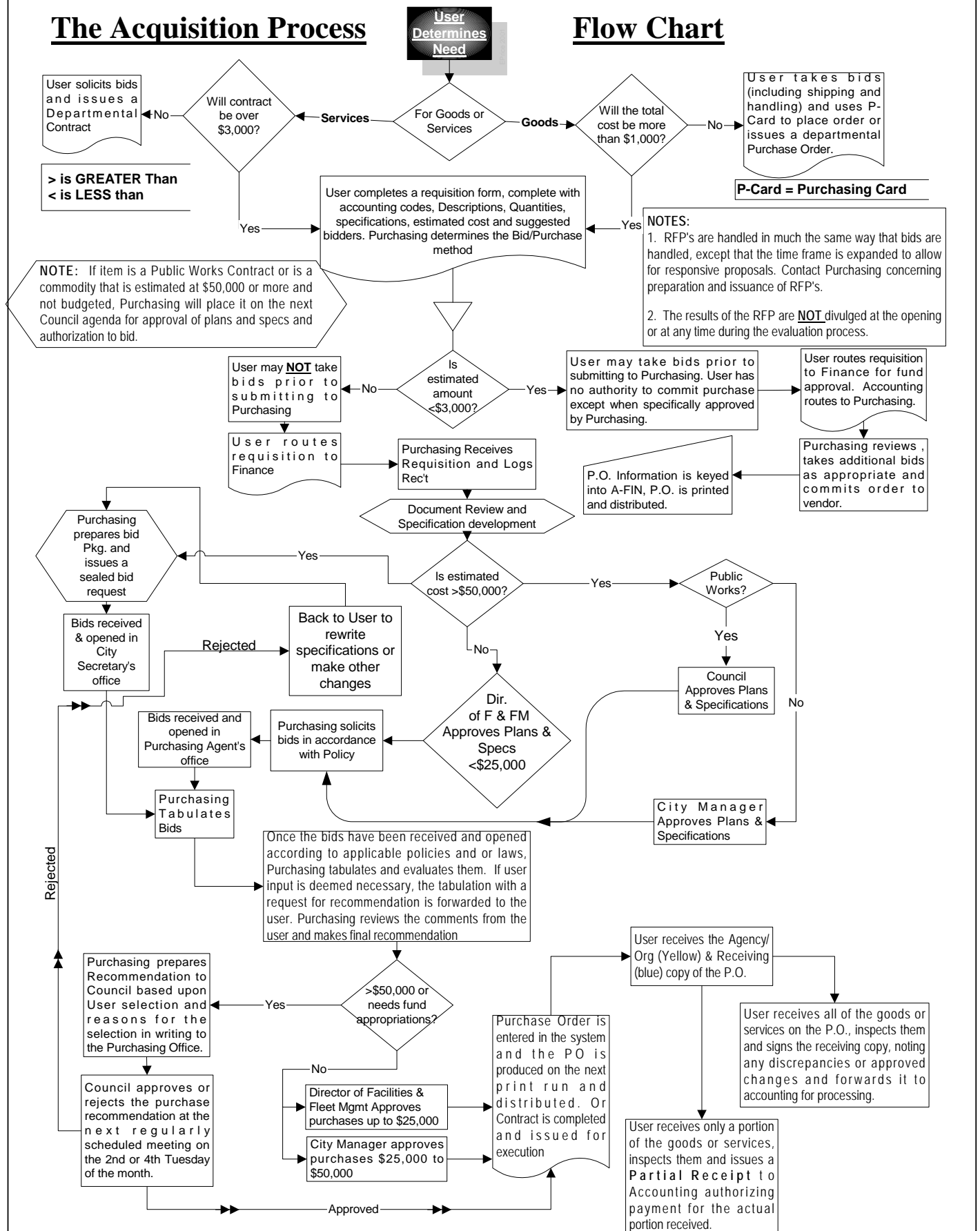
**XXV. Flow Chart**

A flow chart, "Acquisition Flow Chart", has been provided to act as a quick reference of how to procure goods and services for your department/division.

Resolution No. 2001-328

# The Acquisition Process

# Flow Chart

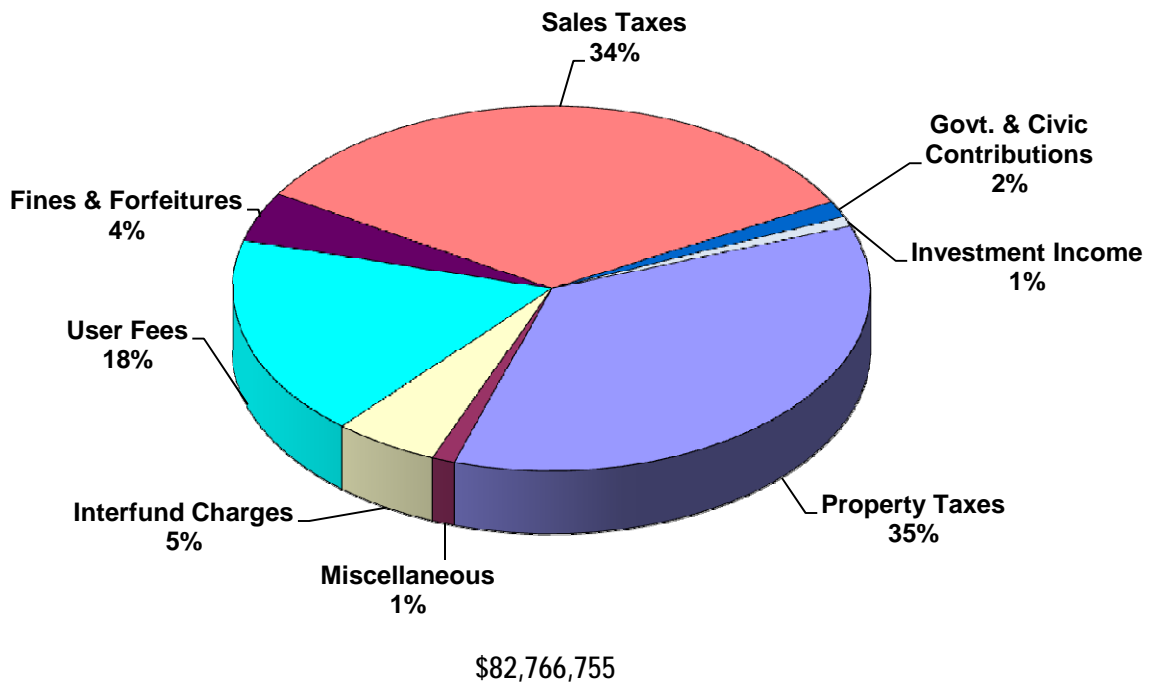


**SECTION III**

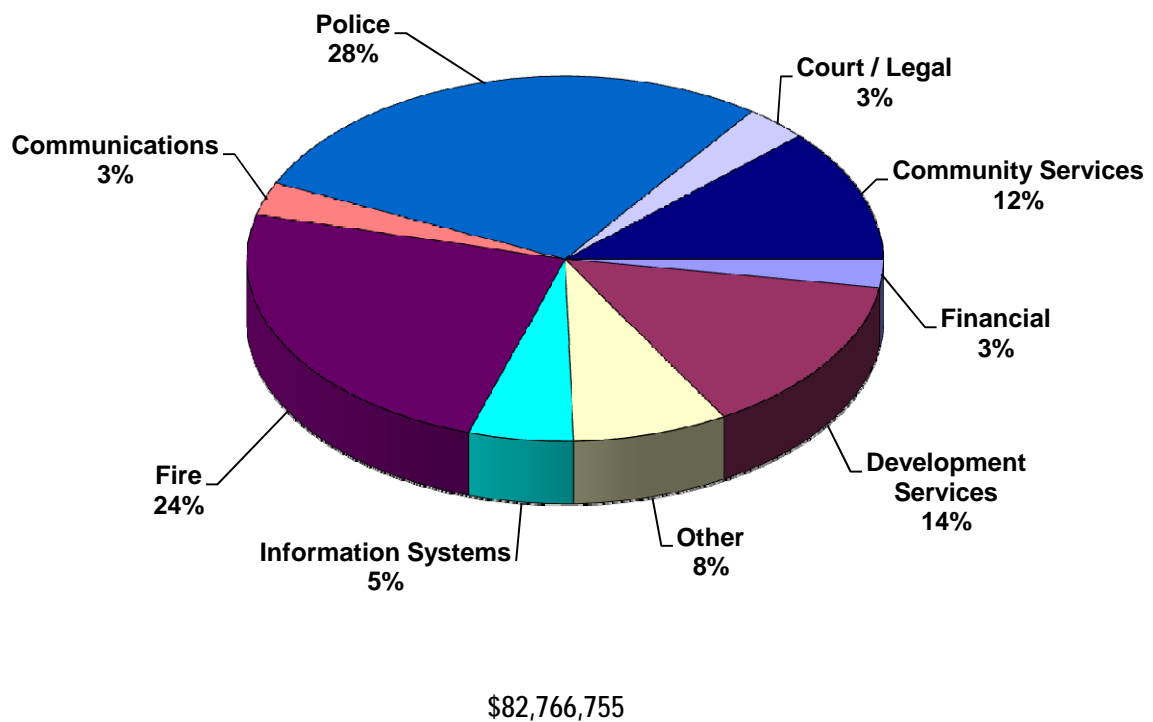
**GENERAL FUND**



General Fund Revenues  
As Budgeted For Fiscal Year 2012



General Fund Expenditures / Expenses  
As Budgeted For Fiscal Year 2012



# **GENERAL FUND REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>AD VALOREM TAXES</b>			
Current Levy	\$ 24,680,255	\$ 27,439,944	\$ 28,445,037
Delinquent Levies	<u>700,253</u>	<u>504,014</u>	<u>563,708</u>
Total Ad Valorem Taxes	<u>25,380,508</u>	<u>27,943,958</u>	<u>29,008,745</u>
<b>INTEREST AND PENALTIES</b>			
Interest and Penalties	315,751	300,000	300,000
Miscellaneous Tax Office Revenues	28,961	30,000	30,000
Tax Certificates	<u>580</u>	<u>500</u>	<u>600</u>
Total Interest and Penalties	<u>345,292</u>	<u>330,500</u>	<u>330,600</u>
<b>SALES TAX</b>			
City Sales Tax	<u>23,563,357</u>	<u>22,904,410</u>	<u>27,703,921</u>
Total Sales Taxes	<u>23,563,357</u>	<u>22,904,410</u>	<u>27,703,921</u>
<b>GROSS RECEIPTS TAXES</b>			
Telephone Utility	1,710,631	1,680,000	1,700,000
Electric Utility	3,632,763	3,800,000	3,900,000
Gas Utility	1,344,994	1,225,000	1,200,000
Water	2,324,821	2,400,000	2,448,000
Sanitation	359,436	350,000	405,000
Taxicab	5,067	5,000	5,000
Cable Television	<u>1,262,446</u>	<u>1,250,000</u>	<u>1,250,000</u>
Total Gross Receipts Taxes	<u>10,640,158</u>	<u>10,710,000</u>	<u>10,908,000</u>
<b>MIXED BEVERAGE TAX</b>			
Mixed Beverage Tax	<u>334,730</u>	<u>350,000</u>	<u>370,000</u>
Total Mixed Beverage Tax	<u>334,730</u>	<u>350,000</u>	<u>370,000</u>
<b>MISCELLANEOUS TAX</b>			
Bingo Tax	<u>80,549</u>	<u>82,000</u>	<u>85,000</u>
Total Miscellaneous Tax	<u>80,549</u>	<u>82,000</u>	<u>85,000</u>
<b>BUILDING PERMITS</b>			
Building Permits	140,079	139,000	219,000
Alterations and Repairs	94,921	95,000	130,000
Temporary Freight Containers	0	1,200	1,200
Fences, Signs, etc.	20,098	22,000	20,000
Electrical Permits	6,255	7,000	12,000
Mechanical Permits	11,660	12,000	12,000
Plumbing Permits	45,985	50,000	55,000
Demolition Permits	4,230	3,000	3,000
Work on Public Property	12,960	15,000	15,000

# **GENERAL FUND REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>BUILDING PERMITS (continued)</b>			
Temporary Plumbing and Electrical	\$ 17,270	\$ 18,500	\$ 25,000
Temporary Sign Permits	4,770	7,000	7,000
Public Right of Way Use	19,081	25,000	20,000
Sale of Reports	772	100	0
	<u>378,081</u>	<u>394,800</u>	<u>519,200</u>
Total Building Permits			
<b>HEALTH PERMITS</b>			
Food Service Establishments	76,691	75,000	75,000
Daycare Permits	3,135	3,500	3,000
Mobile Vendors	7,155	4,500	7,000
Temporary Health Permits	5,080	3,500	4,000
Swimming Pool Permits	9,075	9,500	9,000
Miscellaneous Health Permits	29,455	28,000	28,000
	<u>130,591</u>	<u>124,000</u>	<u>126,000</u>
Total Health Permits			
<b>OCCUPATIONAL PERMITS</b>			
Drilling	0	20,000	52,000
Mobile Home Park Licenses	2,475	2,000	1,500
Beer License	65,505	32,000	65,000
Taxi and Peddler Permits	4,228	3,500	4,000
Certificate of Occupancy	5,705	5,000	7,000
	<u>77,913</u>	<u>62,500</u>	<u>129,500</u>
Total Occupational Permits			
<b>ZONING FEES</b>			
Zoning Fees	14,290	15,000	15,000
Subdivision Plat Fees	16,641	20,000	20,000
Board of Adjustment Fees	3,400	0	1,000
Review Fees	2,975	3,000	2,500
	<u>37,306</u>	<u>38,000</u>	<u>38,500</u>
Total Zoning Fees			
<b>OTHER</b>			
Lot Deposits	1,800	1,000	5,000
Vacation Fee	46,576	40,000	900
Sketch Plan Fee	6,000	5,000	4,800
Alarm Permit Fees	72,240	72,000	72,000
Certified Copies of Ordinances	21	100	0
Miscellaneous	2,369	3,000	4,000
	<u>129,006</u>	<u>121,100</u>	<u>86,700</u>
Total Other			
<b>ANIMAL CONTROL</b>			
Pet Licenses	101,776	100,000	100,000
Impoundment Fees	13,959	16,000	15,000
Adoption Fees	20,579	25,000	20,000
Microchipping	7,512	9,000	7,500

# GENERAL FUND REVENUE AND RECEIPTS

	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>ANIMAL CONTROL (continued)</b>			
Pick up Fees	\$ 2,575	\$ 3,000	\$ 3,500
Euthanasia Fees	2,395	2,500	2,500
Boarding Fees	474	1,000	500
Quarantine Fees	7,296	8,000	8,000
Permit - Wild Animals	475	500	500
Dip	450	50	200
Spay/Neuter Deposits	76,506	80,000	75,000
Pets Program	0	0	0
Cremations	3,388	5,500	5,000
Miscellaneous	488	1,000	1,200
	<u>237,873</u>	<u>251,550</u>	<u>238,900</u>
Total Animal Control			
	<u>237,873</u>	<u>251,550</u>	<u>238,900</u>
<b>FINES AND FORFEITURES</b>			
Municipal Court Receipts	3,219,673	3,100,000	3,600,000
Muni Court-Child Safety	25,457	25,000	30,000
Report Copies	14,032	10,000	20,000
	<u>3,259,162</u>	<u>3,135,000</u>	<u>3,650,000</u>
Total Fines and Forfeitures			
	<u>3,259,162</u>	<u>3,135,000</u>	<u>3,650,000</u>
<b>RECREATION FEES</b>			
Showmobile	6,439	5,000	8,000
Facilities Rental	65,358	87,000	85,000
Recreation Fees	2,590	3,000	4,000
Concessions	0	0	0
	<u>74,387</u>	<u>95,000</u>	<u>97,000</u>
Total Recreation Fees			
	<u>74,387</u>	<u>95,000</u>	<u>97,000</u>
<b>INTEREST INCOME</b>			
Interest	763,102	600,000	700,000
Interest - Non pooled	14,966	16,000	15,000
	<u>778,068</u>	<u>616,000</u>	<u>715,000</u>
Total Interest Income			
	<u>778,068</u>	<u>616,000</u>	<u>715,000</u>
<b>HEALTH DEPARTMENT SERVICES</b>			
Water Sample Tests	37,959	40,500	0
Medicare Flu Shots	20,926	0	0
Miscellaneous Health Tests	936	800	800
TB Testing	11,708	13,000	11,000
EPSDT - Women and Children	220	8,000	0
Clinical Visit	525	500	500
	<u>72,274</u>	<u>62,800</u>	<u>12,300</u>
Total Health Department Services			
	<u>72,274</u>	<u>62,800</u>	<u>12,300</u>

# **GENERAL FUND REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>AMBULANCE</b>			
Ambulance Revenue	\$ 3,013,191	\$ 3,000,000	\$ 3,100,000
Affadavit Preparation Fee	2,575	3,000	3,000
Uncollectible	<u>(1,350,000)</u>	<u>(1,500,000)</u>	<u>(1,500,000)</u>
<b>Total Ambulance</b>	<u>1,665,766</u>	<u>1,503,000</u>	<u>1,603,000</u>
<b>INTERGOVERNMENTAL CHARGES</b>			
Arrest Fees	5,755	6,500	6,300
Midland Emergency Communication Dist.	83,568	83,568	84,000
Midland Economic Development Corp.	222,808	205,962	239,760
Midland College	<u>12,962</u>	<u>12,962</u>	<u>12,962</u>
<b>Total Intergovernmental Charges</b>	<u>325,093</u>	<u>308,992</u>	<u>343,022</u>
<b>OTHER</b>			
Paving Cuts	38,075	45,000	40,000
Airport Security Service	26,538	26,000	26,000
Storage of Impounded Vehicles	30,000	0	30,000
Lot Clearing	15,805	27,000	20,000
TDH Program Income	12,072	12,000	12,000
TDH Immunization Program Income	<u>96,342</u>	<u>100,000</u>	<u>95,000</u>
<b>Total Other</b>	<u>218,832</u>	<u>210,000</u>	<u>223,000</u>
<b>INTERFUND TRANSFERS</b>			
Unclaimed Property Fund	679	0	0
General Construction Fund	83,654	0	0
Water and Sewer Fund	750,000	750,000	750,000
Workers' Compensation Fund	0	0	0
General Liability Fund	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Interfund Tranfers</b>	<u>834,333</u>	<u>750,000</u>	<u>750,000</u>
<b>INTERFUND CHARGES</b>			
Hotel/Motel Fund	16,386	25,600	19,724
Water and Sewer Fund	1,452,378	1,469,399	1,371,654
Sanitation Fund	383,703	444,163	492,332
Golf Course Fund	77,020	82,120	99,218
Airport Operation Fund	1,424,839	1,425,286	1,418,000
Scharbauer Sports Complex Fund	276,846	390,103	372,595
Garage Fund	268,889	289,673	393,152
Warehouse Fund	18,750	20,534	24,565
Community Dev Fund Direct Charges	<u>199,647</u>	<u>204,271</u>	<u>207,851</u>
<b>Total Interfund Charges</b>	<u>4,118,458</u>	<u>4,351,149</u>	<u>4,399,091</u>

# GENERAL FUND REVENUE AND RECEIPTS

	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>PARKING FEES</b>			
Parking Permits	\$ 2,736	\$ 3,500	\$ 3,000
Parking Lots	<u>9,600</u>	<u>9,600</u>	<u>9,600</u>
Total Parking Fees	<u>12,336</u>	<u>13,100</u>	<u>12,600</u>
<b>RENTALS</b>			
Stadium Rental	7,802	3,000	0
Commercial	5,592	5,592	5,592
Miscellaneous Rentals	<u>2,652</u>	<u>2,600</u>	<u>2,652</u>
Total Rentals	<u>16,046</u>	<u>11,192</u>	<u>8,244</u>
<b>GOVERNMENTAL CONTRIBUTIONS</b>			
Government Contributions	884,470	26,506	400,000
FHLB Affordable Housing	0	0	0
Emergency Management	541,005	318,892	142,092
Auto Theft Prevention Auth	0	0	0
Unified Work Program	0	0	0
State Dept of Highways - STEP	47,558	31,067	26,294
VCLG Program	34,745	35,289	41,863
State Department of Health	671,524	340,132	271,783
HIDTA Grant	164,989	157,400	159,400
Combating Underage Drinking	2,349	15,000	10,560
Homeland Security Grant	<u>8,999</u>	<u>102,000</u>	<u>0</u>
Total Governmental Contributions	<u>2,355,639</u>	<u>1,026,286</u>	<u>1,051,992</u>
<b>MISCELLANEOUS</b>			
Civic Contributions	120,880	150,000	150,000
Discounts Earned	15	0	0
Unclassified	59,476	35,000	40,000
Sale of Assets	1,168	2,000	2,000
Sale of Confiscated Equipment	12,535	12,000	12,500
Inc/Dec in Fair Value of Investments	35,453	0	0
Recovery of Damages to City Property	14,465	10,000	15,000
Legal Restitution	2,937	6,000	5,000
Miscellaneous	<u>256,067</u>	<u>112,000</u>	<u>131,940</u>
Total Miscellaneous	<u>502,996</u>	<u>327,000</u>	<u>356,440</u>
<b>TOTAL REVENUE</b>	<u>\$ 75,568,754</u>	<u>\$ 75,722,337</u>	<u>\$ 82,766,755</u>

**GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY ORGANIZATION**

Org. No.	ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0000	Legislative	\$ 31,599	\$ 37,306	\$ 37,106
0005	City Manager's Office	814,521	788,667	812,919
0007	Public Information Officer	0	0	191,540
0010	Municipal Court	1,579,156	1,646,045	1,723,638
0015	Legal	839,079	891,969	914,350
0020	City Secretary	284,984	329,381	360,985
0025	Human Resources	487,935	524,197	500,239
0026	Employee Health & Wellness	137,449	130,873	192,486
0030	Communication & Information Systems Administration	831,690	837,917	834,606
0031	Communication	1,529,722	1,665,822	1,797,458
0032	Information Systems	2,643,201	3,241,866	3,579,424
0033	Communication Maintenance	378,931	541,094	601,183
0035	Accounting	1,238,862	1,379,987	1,549,091
0037	Investments	131,217	131,612	136,721
0040	Purchasing	296,047	370,280	391,982
0041	Facilities Services	1,124,613	1,097,390	1,119,211
0042	Risk Management	156,661	162,771	184,470
0045	Internal Audit	115,249	124,894	128,954
0050	Finance - Tax	371,399	377,957	360,898
0055	Planning & Development	449,318	487,242	640,744
0056	Community Development	200,047	201,357	210,225
0060	Code Administration	1,501,560	1,594,425	1,766,705
0075	GIS Administration	410,441	404,306	423,961
0080	Engineering Services	1,018,268	1,212,800	1,159,903
0085	Transportation	5,637,523	5,478,585	7,531,230
0090	Parks	5,457,649	6,235,578	6,406,623
0091	Animal Services	860,470	893,661	959,422
0093	Recreation	515,371	566,764	634,579
0100	Health & Senior Services	1,645,178	1,793,271	1,738,342
0105	VCLG Program	48,939	49,681	52,781
0107	Airport Police	1,371,506	1,381,652	1,422,292
0109	Special Operations - Step	60,311	36,202	0
0111	Police Administration	1,206,361	1,272,853	1,355,928
0112	Support Services Bureau	2,655,355	3,241,035	3,412,211
0113	Field Operations Bureau	10,937,628	11,544,316	12,198,610
0114	Investigative Services Bureau	4,546,463	4,504,414	4,909,742
0115	Fire	13,570,113	13,521,637	15,262,422
0116	Fire Training	416,267	438,326	477,591
0119	Fire Prevention	751,840	828,094	945,328
0120	Emergency Medical Service	1,450,798	1,554,865	1,687,621
0122	Airport Fire Division	1,270,995	1,263,126	1,377,702
0125	Emergency Management	58,322	73,741	160,652
0150	Nondepartmental	2,266,613	1,839,826	1,802,817
0199	Interfund Transfer	2,987,196	1,185,887	812,063
	<b>Total</b>	<b>\$ 74,286,847</b>	<b>\$ 75,883,672</b>	<b>\$ 82,766,755</b>

**GENERAL FUND  
SUMMARY OF EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 56,854,536	68.692%
<b>2000. COMMODITIES</b>	1,712,818	2.069%
<b>3000. CONTRACTUAL SERVICES</b>	19,455,453	23.506%
<b>4000. MAINTENANCE - STRUCTURES</b>	2,198,850	2.657%
<b>5000. MAINTENANCE - EQUIPMENT</b>	568,090	0.686%
<b>6000. MISCELLANEOUS</b>	<u>1,140,915</u>	<u>1.380%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>81,930,662</u>	<u>98.990%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	100,000	0.121%
<b>8000. EQUIPMENT</b>	<u>736,093</u>	<u>0.889%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>836,093</u>	<u>1.010%</u>
<b>GRAND TOTAL</b>	\$ <u>82,766,755</u>	<u>100.000%</u>



**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		LEGISLATIVE 000	LEGISLATIVE 0000	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 2,906	\$ 2,906
2000. COMMODITIES			1,200	1,000
3000. CONTRACTUAL SERVICES			25,200	25,200
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>8,000</u>	<u>8,000</u>
<b>SUBTOTAL</b>			<u>37,306</u>	<u>37,106</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>37,306</u></u>	\$ <u><u>37,106</u></u>

FUNCTION: The powers of government, as outlined by the City Charter and other laws, are maintained by the Mayor and Council. This body is responsible for policy leadership, the general direction of the City's government, and the appointment of various boards as the occasion arises.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		LEGISLATIVE 000	LEGISLATIVE 0000	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 2,700	\$ 2,700
Other Benefits			<u>206</u>	<u>206</u>
<b>TOTAL 1000</b>			<u>2,906</u>	<u>2,906</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			<u>1,200</u>	<u>1,000</u>
<b>TOTAL 2000</b>			<u>1,200</u>	<u>1,000</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3450. Consulting Fees			10,000	10,000
3510. Travel			10,000	10,000
3520. Dues & Subscriptions			4,000	4,000
3530. Training, Registration Fees, Etc.			<u>1,200</u>	<u>1,200</u>
<b>TOTAL 3000</b>			<u>25,200</u>	<u>25,200</u>
<b>6000. MISCELLANEOUS</b>				
6990 Miscellaneous			<u>8,000</u>	<u>8,000</u>
<b>TOTAL 6000</b>			<u>8,000</u>	<u>8,000</u>
<b>GRAND TOTAL</b>			\$ <u><u>37,306</u></u>	\$ <u><u>37,106</u></u>

[illegible]

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATION 005	CITY MANAGER'S OFFICE 0005	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 755,267	\$ 768,119
2000. COMMODITIES			7,500	8,200
3000. CONTRACTUAL SERVICES			25,900	33,600
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	3,000
<b>SUBTOTAL</b>			<b>788,667</b>	<b>812,919</b>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>TOTAL</b>			<b>\$ 788,667</b>	<b>\$ 812,919</b>

FUNCTION: The City Manager is the chief administrative officer of the City. He and his office are responsible directly to the Council for the execution of policies of the Council. This office is responsible for the enforcement of all laws, the appointment of all department managers with the approval of the Council, except the City Attorney, City Secretary, and the Municipal Court Judge and performs duties prescribed by the City Charter and the City Council.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Return all citizen calls for service the same day and follow up each call for service within 48 hours.	100%	100%	100%
Address a minimum of 25 citizen and employee groups per year to communicate the objectives of the City.	25	25	25
Facilitate at least 12 annual open discussions between individual department managers and the Mayor and City Council.	12 of 12	12 of 12	12 of 12

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		ADMINISTRATION	CITY MANAGER'S OFFICE	
001		005	0005	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 517,397	\$ 543,505
Other Benefits			<u>237,870</u>	<u>224,614</u>
<b>TOTAL 1000</b>			<u>755,267</u>	<u>768,119</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			7,500	7,700
2115. Minor Furniture & Fixtures			<u>0</u>	<u>500</u>
<b>TOTAL 2000</b>			<u>7,500</u>	<u>8,200</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3212. Equipment Rental - External			2,400	2,400
3240. Binding, Printing & Reproduction			3,000	2,500
3390. Other Special Services			1,000	1,000
3510. Travel			14,000	18,000
3520. Dues & Subscriptions			2,500	6,000
3530. Training, Registration Fees, Etc.			3,000	3,500
3900. Mileage			<u>0</u>	<u>200</u>
<b>TOTAL 3000</b>			<u>25,900</u>	<u>33,600</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>0</u>	<u>3,000</u>
<b>TOTAL 6000</b>			<u>0</u>	<u>3,000</u>
<b>GRAND TOTAL</b>			\$ <u>788,667</u>	\$ <u>812,919</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		ADMINISTRATION		CITY MANAGER'S OFFICE	
001		005		0005	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
City Manager		1	1	1	
Deputy City Manager		1	1	1	
Assistant City Manager		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Executive Assistant		2	1	1	
Receptionist		0	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES					\$ 543,505
LONGEVITY					3,039
SPECIAL PAY					10,638
CAR ALLOWANCE					27,000
FRINGE BENEFITS					<u>183,937</u>
GRAND TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	\$ <u>768,119</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		ADMINISTRATION 005	PUBLIC INFORMATION OFFICE 0007	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 0	\$ 171,399
<b>2000. COMMODITIES</b>			0	2,575
<b>3000. CONTRACTUAL SERVICES</b>			0	17,566
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			0	191,540
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			0	0
<b>TOTAL</b>			\$ 0	\$ 191,540

**FUNCTION:** The Public Information Office handles all media relations for the City of Midland representing every department/division; handles special projects for the City Manager's Office and City Council including but not limited to Annual Report, Mayor's State of the City Address, and various projects as they arise; maintains the Citizen's Action Center and various other resident communication tools such as City of Midland and Mayor's e-mail and voicemail accounts and the e-newsletter; facilitates the Midland 101 program; assists departments/divisions with special projects; and designs, maintains and produces the City of Midland website, social media sites and video programming.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Send a minimum of 120 press releases out to various media outlets, employees and City Council. To educate the public.	N/A	N/A	100%
Return all public information calls from the general public the same day the call originated.	N/A	N/A	100%
Script, shoot, and edit 12 editions of monthly Shorts and 4 editions of City Brief.	N/A	N/A	100%
Maintain regular daily activity on Social Media sites.	N/A	N/A	100%
Conduct all website updating by doing weekly evaluations and updates.	N/A	N/A	100%

**DETAIL**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATION 005	PUBLIC INFORMATION OFFICE 0007	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 0	\$ 123,600
Other Benefits			<u>0</u>	<u>47,799</u>
<b>TOTAL 1000</b>			<u>0</u>	<u>171,399</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			0	2,500
2620. Postage			<u>0</u>	<u>75</u>
<b>TOTAL 2000</b>			<u>0</u>	<u>2,575</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3213. Hire of Equipment - Technology Fund			0	7,741
3240. Binding, Printing & Reproduction			0	1,725
3510. Travel			0	5,950
3520. Dues & Subscriptions			0	600
3530. Training, Registration Fees, Etc.			0	1,050
3990. Other			<u>0</u>	<u>500</u>
<b>TOTAL 3000</b>			<u>0</u>	<u>17,566</u>
<b>GRAND TOTAL</b>			<u>\$ 0</u>	<u>\$ 191,540</u>



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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		ADMINISTRATION		PUBLIC INFORMATION OFFICE	
001		005		0007	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
PIO		<u>0</u>	<u>0</u>	<u>1</u>	
TOTAL		<u>0</u>	<u>0</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Multimedia Developer		<u>0</u>	<u>0</u>	<u>1</u>	
TOTAL		<u>0</u>	<u>0</u>	<u>1</u>	
BASE SALARIES					\$ 123,600
LONGEVITY					501
FRINGE BENEFITS					<u>47,298</u>
GRAND TOTAL		<u>0</u>	<u>0</u>	<u>2</u>	\$ <u>171,399</u>

**SUMMARY**

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<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		MUNICIPAL COURT 010	MUNICIPAL COURT 0010	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,485,470	\$ 1,551,186
<b>2000. COMMODITIES</b>			26,580	26,780
<b>3000. CONTRACTUAL SERVICES</b>			110,095	121,772
<b>4000. MAINTENANCE - STRUCTURES</b>			100	100
<b>5000. MAINTENANCE - EQUIPMENT</b>			6,000	6,000
<b>6000. MISCELLANEOUS</b>			<u>4,500</u>	<u>4,500</u>
<b>SUBTOTAL</b>			<u>1,632,745</u>	<u>1,710,338</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>13,300</u>	<u>13,300</u>
<b>SUBTOTAL</b>			<u>13,300</u>	<u>13,300</u>
<b>TOTAL</b>			<u>\$ 1,646,045</u>	<u>\$ 1,723,638</u>

FUNCTION: The Municipal Court Judge is appointed by the City Council and holds court five days a week. The office personnel are under the general direction of the Municipal Court Judge. The office prepares and maintains records and files which pertain to court procedure. The department also serves warrants and in general makes collections for all fines assessed by the Judge.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		MUNICIPAL COURT 010	MUNICIPAL COURT 0010	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 957,852	\$ 1,016,119
Overtime			15,608	15,608
Other Benefits			<u>512,010</u>	<u>519,459</u>
<b>TOTAL 1000</b>			<u>1,485,470</u>	<u>1,551,186</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			9,150	9,150
2115. Minor Furniture & Fixtures			1,800	1,800
2120. Minor Equipment, Instruments & Tools			2,400	2,400
2155. Minor Computer Hardware & Peripherals			500	500
2160. Computer Software & Supplies			2,700	2,700
2200. Food			130	130
2320. Medical Supplies			100	100
2540. Ammunition			400	600
2570. Clothing, Dry Goods, Etc.			2,700	2,700
2620. Postage			6,500	6,500
2630. Security Badges & Decal Supplies			<u>200</u>	<u>200</u>
<b>TOTAL 2000</b>			<u>26,580</u>	<u>26,780</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			33,384	42,701
3212. Equipment Rental - External			2,784	2,784
3213. Hire of Equipment - Technology Fund			0	360
3230. Laundry & Cleaning			2,000	2,000
3240. Binding, Printing & Reproduction			6,500	6,500
3270. Notary Bonds			220	220
3280. Temporary Help			2,325	2,325
3350. Bank Services			15,000	15,000
3360. Special Postage & Express Shipping			100	100
3390. Other Special Services			4,500	4,500
3490. Associate Judge Fees			18,000	20,000
3510. Travel			12,000	12,000
3520. Dues & Subscriptions			2,000	2,000
3525. Legal & Technical Reference Materials			6,000	6,000
3530. Training, Registration Fees, Etc.			4,250	4,250
3900. Mileage			600	600
3920. Rent			<u>432</u>	<u>432</u>
<b>TOTAL 3000</b>			<u>110,095</u>	<u>121,772</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			<u>100</u>	<u>100</u>
<b>TOTAL 4000</b>			<u>100</u>	<u>100</u>

**DETAIL**

<b>DETAIL</b>			
<b>FUND</b>		<b>DEPARTMENT</b>	
GENERAL 001		MUNICIPAL COURT 010	
<b>UNIT</b>		<b>UNIT</b>	
		MUNICIPAL COURT 0010	
<b>CLASSIFICATION</b>		<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5020. Furniture, Fixtures, & Furnishings		\$ 6,000	\$ 6,000
<b>TOTAL 5000</b>		<u>6,000</u>	<u>6,000</u>
<b>6000. MISCELLANEOUS</b>			
6830. Court Cost, Jury & Filing Fees		<u>4,500</u>	<u>4,500</u>
<b>TOTAL 6000</b>		<u>4,500</u>	<u>4,500</u>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8401. Furniture, Fixtures, & Office Machines		6,000	6,000
8481. Communication & Video Equipment		3,000	3,000
8490. Data Processing Equipment		3,000	3,000
8530. Other Equipment		<u>1,300</u>	<u>1,300</u>
<b>TOTAL 8000</b>		<u>13,300</u>	<u>13,300</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,646,045</u></u>	\$ <u><u>1,723,638</u></u>

**PERSONNEL SCHEDULE**

<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>	
GENERAL		MUNICIPAL COURT		MUNICIPAL COURT	
001		010		0010	
<b>POSITION TITLE</b>		<b>EMPLOYEES</b>			<b>BUDGET 2011-2012</b>
		<b>BUDGET 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>	
<b>MANAGEMENT</b>					
Municipal Court Judge		2	2	2	
Court Administrator		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>TECHNICAL</b>					
Accounting Assistant		1	1	1	
Chief Warrant Officer		1	1	1	
Warrant Officer		2	2	2	
Bailiff		2	2	2	
TOTAL		<u>6</u>	<u>6</u>	<u>6</u>	
<b>CLERICAL</b>					
Account Clerk		3	3	3	
Administrative Assistant		1	1	1	
Executive Assistant		2	2	2	
Indigent Coordinator		1	1	1	
Juvenile Service Coordinator		1	1	1	
Records Specialist		4	4	4	
Records Supervisor		1	1	1	
TOTAL		<u>13</u>	<u>13</u>	<u>13</u>	
BASE SALARIES					\$ 1,016,119
LONGEVITY					19,692
CERTIFICATION PAY					6,840
EDUCATION PAY					2,664
SPECIAL PAY					11,333
CAR ALLOWANCE					19,140
OVERTIME					15,608
FRINGE BENEFITS					<u>459,790</u>
GRAND TOTAL		<u>22</u>	<u>22</u>	<u>22</u>	\$ <u>1,551,186</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		LEGAL 015	LEGAL 0015	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 834,625	\$ 852,386
2000. COMMODITIES			5,860	6,480
3000. CONTRACTUAL SERVICES			49,834	53,834
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			1,150	1,150
6000. MISCELLANEOUS			<u>500</u>	<u>500</u>
SUBTOTAL			<u>891,969</u>	<u>914,350</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>891,969</u></u>	\$ <u><u>914,350</u></u>

FUNCTION: The City Attorney and his staff are responsible to the City Council. The department represents the city in all law suits and hearings; provides legal advice to all departments; and prepares necessary documents in relation to contracts, ordinances, resolutions, and other legal instruments as needed.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		LEGAL 015	LEGAL 0015	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 552,572	\$ 578,844
Overtime			10,000	12,000
Other Benefits			<u>272,053</u>	<u>261,542</u>
<b>TOTAL 1000</b>			<u>834,625</u>	<u>852,386</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			5,040	5,540
2115. Minor Furniture & Fixtures			720	720
2120. Minor Equipment, Instruments & Tools			80	200
2620. Postage			<u>20</u>	<u>20</u>
<b>TOTAL 2000</b>			<u>5,860</u>	<u>6,480</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3212. Equipment Rental - External			2,721	2,721
3263. Employee Relocation Costs			1,400	1,400
3270. Notary Bonds			150	150
3280. Temporary Help			175	175
3360. Special Postage & Express Shipping			100	100
3390. Other Special Services			8,000	5,000
3510. Travel			6,395	6,395
3520. Dues & Subscriptions			4,983	7,983
3525. Legal & Technical Reference Materials			20,000	24,000
3530. Training, Registration Fees, Etc.			4,990	4,990
3540. Educational Assistance			<u>920</u>	<u>920</u>
<b>TOTAL 3000</b>			<u>49,834</u>	<u>53,834</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5020. Furniture, Fixtures, & Furnishings			150	150
5110. Machinery, Tools & Implements			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 5000</b>			<u>1,150</u>	<u>1,150</u>
<b>6000. MISCELLANEOUS</b>				
6830. Court Costs, Jury, Filing Fees			<u>500</u>	<u>500</u>
<b>TOTAL 6000</b>			<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>			\$ <u>891,969</u>	\$ <u>914,350</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		LEGAL 015		LEGAL 0015	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
City Attorney		1	1.00	1.00	
TOTAL		<u>1</u>	<u>1.00</u>	<u>1.00</u>	
<b>PROFESSIONAL</b>					
Assistant City Attorney		4	4.00	4.00	
Texas Public Information Act Coord.		0	0.50	0.50	
TOTAL		<u>4</u>	<u>4.50</u>	<u>4.50</u>	
<b>TECHNICAL</b>					
Legal Assistant		1	0.00	0.00	
TOTAL		<u>1</u>	<u>0.00</u>	<u>0.00</u>	
<b>CLERICAL</b>					
Executive Legal Assistant		0	1.00	1.00	
Legal Secretary		2	1.00	1.00	
TOTAL		<u>2</u>	<u>2.00</u>	<u>2.00</u>	
BASE SALARIES					\$ 570,844
PART TIME/TEMPORARY					8,000
LONGEVITY					4,089
CERTIFICATION PAY					1,500
CAR ALLOWANCE					20,400
SPECIAL PAY					19,957
OVERTIME					12,000
FRINGE BENEFITS					<u>215,596</u>
GRAND TOTAL		<u>8</u>	<u>7.50</u>	<u>7.50</u>	\$ <u>852,386</u>



**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		CITY SECRETARY 020	CITY SECRETARY 0020	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 282,006	\$ 298,909
<b>2000. COMMODITIES</b>			2,900	2,900
<b>3000. CONTRACTUAL SERVICES</b>			44,475	59,176
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			<u>329,381</u>	<u>360,985</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 329,381</u>	<u>\$ 360,985</u>

**FUNCTION:** This office carries out the duties outlined in the City Charter. The secretary is required to attend all Council meetings and keep accurate minutes of the proceedings; she maintains and files all documents, books, papers, and contracts of a legal nature; she countersigns all commissions and licenses. She is the keeper of the City Seal and affixes it to documents and papers as needed when legally authorized to do so; she maintains records of all appointments to various boards and commissions. The City Secretary attends bid openings which exceed \$25,000.

**DETAIL**

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FUND		DEPARTMENT	UNIT	
GENERAL		CITY SECRETARY	CITY SECRETARY	
001		020	0020	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 189,988	\$ 199,404
Overtime			853	853
Other Benefits			<u>91,165</u>	<u>98,652</u>
<b>TOTAL 1000</b>			<u>282,006</u>	<u>298,909</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			2,500	2,500
2115. Minor Furniture & Fixtures			<u>400</u>	<u>400</u>
<b>TOTAL 2000</b>			<u>2,900</u>	<u>2,900</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3212. Equipment Rental - External			2,400	2,400
3213. Hire of Equipment - Technology Fund			0	30,966
3220. Advertising			12,300	12,300
3240. Binding, Printing & Reproduction			5,500	4,000
3270. Notary Bonds			95	95
3280. Temporary Help			450	450
3360. Special Postage & Express Shipping			80	80
3420. Legal Filing Fees			1,700	1,700
3510. Travel			2,500	2,700
3520. Dues & Subscriptions			900	1,110
3525. Legal & Technical Reference Materials			150	150
3530. Training, Registration Fees, Etc.			1,900	2,225
3910. Elections			<u>16,500</u>	<u>1,000</u>
<b>TOTAL 3000</b>			<u>44,475</u>	<u>59,176</u>
<b>GRAND TOTAL</b>			<u>\$ 329,381</u>	<u>\$ 360,985</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		CITY SECRETARY		CITY SECRETARY	
001		020		0020	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
City Secretary		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Deputy City Secretary		1	1	1	
Executive Assistant		1	1	1	
Secretary		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 199,404
LONGEVITY					4,737
SPECIAL PAY					643
OVERTIME					853
FRINGE BENEFITS					<u>93,272</u>
GRAND TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	\$ <u>298,909</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATIVE SERVICES 025	HUMAN RESOURCES 0025	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 439,925	\$ 406,791
2000. COMMODITIES			10,250	13,200
3000. CONTRACTUAL SERVICES			73,522	79,748
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			500	500
<b>SUBTOTAL</b>			<u>524,197</u>	<u>500,239</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 524,197</u>	<u>\$ 500,239</u>

FUNCTION: The objectives of this department are to serve all departments and divisions by recruiting permanent, part time, and seasonal employees. The division also maintains classification and compensation schedules; keeps personnel records on all employees; directs the City's employee benefit programs; serves as a central agency for employee recognition and training programs, and conducts other activities compatible with a sound human resource management system including policy development and enforcement.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
An initial, documented response to all inquiries and requests for information within 48 hours.	98%	98%	98%
Jobs posted within 48 hours of receipt of authorized request.	98%	98%	98%
Positions filled within 45 days of posting date - excluding positions with lengthy testing requirements.	65%	70%	75%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		ADMINISTRATIVE SERVICES	HUMAN RESOURCES	
001		025	0025	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 294,860	\$ 280,584
Other Benefits			<u>145,065</u>	<u>126,207</u>
<b>TOTAL 1000</b>			<u>439,925</u>	<u>406,791</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			4,000	4,000
2020. Educational & Training Supplies			1,200	800
2115. Minor Furniture & Fixtures			0	600
2160. Computer Software & Supplies			4,200	3,800
2200. Food			<u>850</u>	<u>4,000</u>
<b>TOTAL 2000</b>			<u>10,250</u>	<u>13,200</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3113. General Liability, Workers Compensation Penalty			0	-132
3212. Equipment Rental - External			1,500	1,500
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			12,062	9,300
3240. Binding, Printing & Reproduction			2,000	2,700
3390. Other Special Services			20,750	20,000
3510. Travel			3,550	4,450
3520. Dues & Subscriptions			1,100	1,100
3530. Training, Registration Fees, Etc.			4,310	3,270
3545. Mid-Management Training			5,000	12,000
3550. Employee Awards			23,050	25,000
3900. Mileage			<u>200</u>	<u>200</u>
<b>TOTAL 3000</b>			<u>73,522</u>	<u>79,748</u>
<b>6000. MISCELLANEOUS</b>				
6810. Contributions, Gratuities, & Rewards			<u>500</u>	<u>500</u>
<b>TOTAL 6000</b>			<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>			\$ <u><u>524,197</u></u>	\$ <u><u>500,239</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		ADMINISTRATIVE SERVICES		HUMAN RESOURCES	
001		025		0025	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Administrative Services Director		1	1	1	
HR Manager		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
HR Specialist		3	3	2	
TOTAL		<u>3</u>	<u>3</u>	<u>2</u>	
<b>CLERICAL</b>					
HR Assistant		0	0	1	
Receptionist		1	1	0	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 280,584
LONGEVITY					3,354
SPECIAL PAY					7,391
FRINGE BENEFITS					<u>115,462</u>
GRAND TOTAL		<u>6</u>	<u>6</u>	<u>5</u>	\$ <u>406,791</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		ADMINISTRATIVE SERVICES 025	EMPLOYEE HLTH & WELLNESS 0026	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 80,999	\$ 142,626
2000. COMMODITIES			6,974	5,150
3000. CONTRACTUAL SERVICES			42,900	44,710
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>130,873</u>	<u>192,486</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 130,873</u>	<u>\$ 192,486</u>

FUNCTION: This objectives of this division are to promote health and wellness initiatives in the workplace, provide health and wellness services to eligible employees, retirees, and dependents via established programs and clinics. The division is also responsible for major workforce health related programs such as FMLA compliance, worker's compensation records and services, and pre-employment physical assessments.

**Activity/Performance Measure**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Workers compensation claims reported within first 24 hours	80%	85%	90%
Employees participating in annual Wellness testing programs	58%	33%	60%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATIVE SERVICES 025	EMPLOYEE HLTH & WELLNESS 0026	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 56,868	\$ 100,440
Other Benefits			<u>24,131</u>	<u>42,186</u>
<b>TOTAL 1000</b>			<u>80,999</u>	<u>142,626</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			400	400
2020. Educational & Training Supplies			1,500	1,000
2160. Computer Software & Supplies			1,500	750
2200. Food			1,074	500
2320. Medical Supplies			<u>2,500</u>	<u>2,500</u>
<b>TOTAL 2000</b>			<u>6,974</u>	<u>5,150</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3470. Lab Fees			18,000	17,000
3480. Medical Examinations			19,000	22,250
3510. Travel			4,000	3,100
3520. Dues & Subscriptions			500	500
3530. Training, Registration Fees, Etc.			1,200	1,660
3900. Mileage			<u>200</u>	<u>200</u>
<b>TOTAL 3000</b>			<u>42,900</u>	<u>44,710</u>
<b>GRAND TOTAL</b>			<u>\$ 130,873</u>	<u>\$ 192,486</u>



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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		ADMINISTRATIVE SERVICES		EMPLOYEE HLTH & WELLNESS	
001		025		0026	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>TECHNICAL</b>					
Employee Health Nurse *		1	1	1	
Health & Wellness Coordinator		1	1	1	
HR Specialist		0	0	1	
TOTAL		<u>2</u>	<u>2</u>	<u>3</u>	
<p>* Employee Health Nurse - 1/4 is funded out of Medical/Dental Fund</p> <p>* Employee Health Nurse - 1/2 is funded out of Worker's Compensation Fund</p>					
BASE SALARIES					\$ 100,440
LONGEVITY					591
FRINGE BENEFITS					<u>41,595</u>
GRAND TOTAL		<u>2</u>	<u>2</u>	<u>3</u>	\$ <u>142,626</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	CIS - ADMINISTRATION 0030	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 257,873	\$ 253,471
2000. COMMODITIES			2,335	2,335
3000. CONTRACTUAL SERVICES			567,709	568,800
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			10,000	10,000
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<b>837,917</b>	<b>834,606</b>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>TOTAL</b>			<b>\$ 837,917</b>	<b>\$ 834,606</b>

FUNCTION: The Administrative Division of Communications and Information Systems consists of the Department Director and Administrative Secretary. The Director is responsible for the management of the Communications and Information Systems Department. The Administrative Secretary, in addition to providing secretarial services for the Department Director, is responsible for all voice and data telecommunications orders and changes as well as review of all telecommunications invoices for payment.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Respond to inter-Departmental inquiries for assistance within 1 working day.	98%	99%	99%
Process and implement new voice/data telecommunications orders within 5-7 working days.	98%	99%	99%
Respond to normal problem/change orders for voice/data telecommunications within 8 working hours; within 1-2 hours for critical areas.	97%	98%	99%
Evaluate computer/voice/data telecommunications contracts annually and recommend changes as needed to better meet the needs of the City and its Departments.	95%	98%	99%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		COMM & INFO SYSTEMS	CIS - ADMINISTRATION	
001		030	0030	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 173,172	\$ 173,365
Overtime			1,218	1,218
Other Benefits			<u>83,483</u>	<u>78,888</u>
<b>TOTAL 1000</b>			<u>257,873</u>	<u>253,471</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			2,135	2,135
2140. Electrical Parts & Supplies			<u>200</u>	<u>200</u>
<b>TOTAL 2000</b>			<u>2,335</u>	<u>2,335</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			540,649	545,000
3211. Hire of Equipment - Other			11,432	0
3212. Equipment Rental - External			2,928	3,100
3280. Temporary Help			10,000	15,000
3510. Travel			1,500	3,000
3520. Dues & Subscriptions			200	200
3530. Training, Registration Fees, Etc.			<u>1,000</u>	<u>2,500</u>
<b>TOTAL 3000</b>			<u>567,709</u>	<u>568,800</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5105. Communications Equipment			<u>10,000</u>	<u>10,000</u>
<b>TOTAL 5000</b>			<u>10,000</u>	<u>10,000</u>
<b>GRAND TOTAL</b>			<u>\$ 837,917</u>	<u>\$ 834,606</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		COMM & INFO SYSTEMS		CIS - ADMINISTRATION	
001		030		0030	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Communication/Information					
Systems Director		1	0	0	
Information System Director		0	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Project Analyst		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 173,365
LONGEVITY					534
SPECIAL PAY					4,094
OVERTIME					1,218
FRINGE BENEFITS					<u>74,260</u>
GRAND TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	\$ <u>253,471</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		COMM & INFO SYSTEMS 030	COMMUNICATIONS 0031	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,528,855	\$ 1,649,363
<b>2000. COMMODITIES</b>			10,650	10,750
<b>3000. CONTRACTUAL SERVICES</b>			97,458	136,345
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			28,859	1,000
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,665,822</u>	<u>1,797,458</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,665,822</u>	<u>\$ 1,797,458</u>

FUNCTION: The Communications Division is responsible for Midland's Public Safety telecommunications endeavor. This responsibility ranges from taking emergency 911 calls to communicating via a nationwide law enforcement computer network; from dispatching via two-way radio, to researching and installing state-of-the-art radio communications equipment. Since the 1991-92 fiscal year, the centralized dispatch center has provided dispatching services for the county sheriff's office, as well.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Answer 9-1-1 calls within 5 seconds from the inception of the call.	5 seconds	5 seconds	5 seconds
Dispatch ambulance calls within 20 seconds from the receipt of the call	57 seconds	20 seconds	20 seconds
Dispatch Fire calls within 30 seconds from the receipt of the call.	77 seconds	30 seconds	30 seconds
Dispatch Law Enforcement call with:			
1 minute for Emergency calls	174 seconds	60 seconds	60 seconds
2 minutes for Priority One calls	2.16 minutes	2 minutes	2 minutes
5 minutes for Priority Two calls	5.8 minutes	5 minutes	5 minutes

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		COMM & INFO SYSTEMS	COMMUNICATIONS	
001		030	0031	
CLASSIFICATION		BUDGET 2010-2011	BUDGET 2011-2012	
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries	\$ 1,024,491	\$ 1,116,767	
	Overtime	8,712	8,712	
	Other Benefits	<u>495,652</u>	<u>523,884</u>	
	<b>TOTAL 1000</b>	<u>1,528,855</u>	<u>1,649,363</u>	
<b>2000. COMMODITIES</b>				
	2010. Office Supplies	3,000	3,000	
	2020. Educational & Training Supplies	1,500	1,500	
	2120. Minor Equipment, Instruments & Tools	2,000	2,000	
	2160. Computer Software & Supplies	2,300	2,300	
	2200. Food	500	500	
	2570. Clothing, Dry Goods, Etc.	800	800	
	2620. Postage	200	200	
	2630. Security Badges & Decal Supplies	<u>350</u>	<u>450</u>	
	<b>TOTAL 2000</b>	<u>10,650</u>	<u>10,750</u>	
<b>3000. CONTRACTUAL SERVICES</b>				
	3210. Hire of Equipment - Garage- Vehicles	3,613	0	
	3212. Equipment Rental - External	2,800	2,800	
	3240. Binding, Printing & Reproduction	200	200	
	3280. Temporary Help	58,000	58,000	
	3320. Wrecker Services	100	100	
	3390. Other Special Services	800	800	
	3510. Travel	5,000	4,100	
	3520. Dues & Subscriptions	700	43,200	
	3525. Legal & Technical Reference Materials	198	198	
	3530. Training, Registration Fees, Etc.	5,000	5,900	
	3920. Rent	20,387	20,387	
	3990. Other	<u>660</u>	<u>660</u>	
	<b>TOTAL 3000</b>	<u>97,458</u>	<u>136,345</u>	
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5101. Noncontractual Hardware Repair	1,000	1,000	
	5105. Communications Equipment	<u>27,859</u>	<u>0</u>	
	<b>TOTAL 5000</b>	<u>28,859</u>	<u>1,000</u>	
<b>GRAND TOTAL</b>		<u>\$ 1,665,822</u>	<u>\$ 1,797,458</u>	

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		COMM & INFO SYSTEMS		COMMUNICATIONS	
001		030		0031	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Communications Manager		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Communications Supervisor		5	5	5	
Duty Supervisor		4	4	4	
Public Safety Dispatcher		17	17	17	
Technical Coordinator		1	1	1	
	TOTAL	<u>27</u>	<u>27</u>	<u>27</u>	
<b>OPERATIONS</b>					
Public Safety Call Taker		3	3	3	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 1,116,767
LONGEVITY					13,917
SPECIAL PAY					15,449
OVERTIME					8,712
FRINGE BENEFITS					524,518
VACANCIES					<u>(30,000)</u>
GRAND TOTAL		<u>31</u>	<u>31</u>	<u>31</u>	\$ <u>1,649,363</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	INFORMATION SYSTEMS 0032	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 1,278,977	\$ 1,314,279
2000. COMMODITIES			77,449	109,772
3000. CONTRACTUAL SERVICES			1,579,165	1,659,760
4000. MAINTENANCE - STRUCTURES			0	40,000
5000. MAINTENANCE - EQUIPMENT			135,075	136,875
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>3,070,666</u>	<u>3,260,686</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>171,200</u>	<u>318,738</u>
<b>SUBTOTAL</b>			<u>171,200</u>	<u>318,738</u>
<b>TOTAL</b>			<u>\$ 3,241,866</u>	<u>\$ 3,579,424</u>

FUNCTION: Information Systems is responsible for the computer processing of the financial, payroll/personnel, purchasing, inventory, equipment and vehicle preventative maintenance and utility billing information's systems for the City of Midland. The division's programming group is responsible for application software development, maintenance and enhancement of these computer systems. In addition, the programming group supports all personal computer installations in the City and provides programming support for the Engineering Geographical Data Base System.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Respond to user problem phone calls within 1 hour or sooner.	82%	85%	90%
Respond to 100% of production/ network problems within 1 hour or sooner; clear 95% within 24 hours or sooner.	88%/90%	95%/100%	95%/100%
95% of PC repairs made within 72 hours or sooner.	83%	90%	90%
100% of application programming completed on Schedule.	93%	95%	100%
100% of production runs completed on schedule.	90%	100%	95%



**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	INFORMATION SYSTEMS 0032	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 874,332	\$ 910,401
Overtime			3,548	3,548
Other Benefits			<u>401,097</u>	<u>400,330</u>
<b>TOTAL 1000</b>			<u>1,278,977</u>	<u>1,314,279</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			4,000	4,000
2020. Educational & Training Supplies			600	600
2115. Minor Furniture & Fixtures			8,510	8,510
2120. Minor Equipment, Instruments & Tools			2,000	2,000
2140. Electrical Parts & Supplies			1,000	1,000
2155. Minor Computer Hardware & Peripherals			8,500	19,128
2160. Computer Software & Supplies			52,739	74,434
2620. Postage			<u>100</u>	<u>100</u>
<b>TOTAL 2000</b>			<u>77,449</u>	<u>109,772</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			7,347	10,593
3211. Hire of Equipment - Garage - Other			732,685	735,512
3213. Hire of Equipment - Technology Fund			0	20,700
3280. Temporary Help			25,000	0
3360. Special Postage & Express Shipping			700	700
3405. Software Maintenance			785,383	861,255
3510. Travel			11,100	10,000
3520. Dues & Subscriptions			1,500	1,500
3525. Legal & Technical Reference Materials			1,500	1,500
3530. Training, Registration Fees, Etc.			9,250	13,000
3540. Educational Assistance			1,500	1,500
3900. Mileage			1,000	1,000
3920. Rent			<u>2,200</u>	<u>2,500</u>
<b>TOTAL 3000</b>			<u>1,579,165</u>	<u>1,659,760</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Building & Grounds			<u>0</u>	<u>40,000</u>
<b>TOTAL 4000</b>			<u>0</u>	<u>40,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5100. Data Processing Equipment			110,075	111,875
5101. Noncontractual Hardware Repair			<u>25,000</u>	<u>25,000</u>
<b>TOTAL 5000</b>			<u>135,075</u>	<u>136,875</u>

**DETAIL**

<b>DETAIL</b>			
<b>FUND</b>		<b>DEPARTMENT</b>	
GENERAL 001		COMM & INFO SYSTEMS 030	
<b>UNIT</b>		<b>UNIT</b>	
		INFORMATION SYSTEMS 0032	
<b>CLASSIFICATION</b>		<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>CAPITAL OUTLAY</u></b>			
<b>8000. EQUIPMENT</b>			
8490. Data Processing Equipment		\$ 133,200	\$ 190,442
8900. EDP Software		<u>38,000</u>	<u>128,296</u>
<b>TOTAL 8000</b>		<u>171,200</u>	<u>318,738</u>
<b>GRAND TOTAL</b>		\$ <u><u>3,241,866</u></u>	\$ <u><u>3,579,424</u></u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		COMM & INFO SYSTEMS		INFORMATION SYSTEMS	
001		030		0032	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
IS Manager		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
MultiMedia Developer		1	1	0	
Network/PC Specialist		2	2	2	
Programmer/Analyst		5	5	5	
Systems Administrator		3	3	3	
	TOTAL	<u>11</u>	<u>11</u>	<u>10</u>	
<b>TECHNICAL</b>					
Computer Operator		2	2	2	
PC Specialist		3	4	4	
	TOTAL	<u>5</u>	<u>6</u>	<u>6</u>	
<b>SUPERVISORY</b>					
Supervisor Computer Operations		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 910,401
LONGEVITY					15,396
SPECIAL PAY					13,327
OVERTIME					3,548
FRINGE BENEFITS					<u>371,607</u>
GRAND TOTAL		<u>18</u>	<u>19</u>	<u>18</u>	\$ <u>1,314,279</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	COMMUNICATIONS MAINT. 0033	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 84,639	\$ 97,553
2000. COMMODITIES			46,600	53,400
3000. CONTRACTUAL SERVICES			31,814	44,724
4000. MAINTENANCE - STRUCTURES			2,500	0
5000. MAINTENANCE - EQUIPMENT			183,141	215,895
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>348,694</u>	<u>411,572</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>192,400</u>	<u>189,611</u>
<b>SUBTOTAL</b>			<u>192,400</u>	<u>189,611</u>
<b>TOTAL</b>			\$ <u><u>541,094</u></u>	\$ <u><u>601,183</u></u>

FUNCTION: This division is responsible for all radio maintenance for the entire City.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Respond to radio system problems within 1 hour.	98%	99%	100%
Clear dispatch problems within 1 hour.	97%	98%	100%
Clear individual radio user problems within 2 hours.	95%	96%	98%
Clear minor system wide problems within 1 hour.	96%	96%	98%
Clear major system wide problems within 48 hours.	98%	99%	100%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMM & INFO SYSTEMS 030	COMMUNICATIONS MAINT. 0033	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 54,516	\$ 64,791
Overtime			3,000	3,000
Other Benefits			<u>27,123</u>	<u>29,762</u>
<b>TOTAL 1000</b>			<u>84,639</u>	<u>97,553</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			0	200
2115. Minor Furniture & Fixtures			500	500
2120. Minor Equipment, Instruments & Tools			8,300	10,000
2140. Electrical Parts & Supplies			37,500	37,500
2155. Minor Computer Hardware & Peripherals			100	3,000
2160. Computer Software & Supplies			0	2,000
2310. Janitorial Supplies			100	100
2570. Clothing, Dry Goods, Etc.			<u>100</u>	<u>100</u>
<b>TOTAL 2000</b>			<u>46,600</u>	<u>53,400</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			0	2,400
3030. Light & Power			5,000	5,100
3210. Hire of Equipment - Garage - Vehicles			8,489	17,774
3280. Temporary Help			13,900	2,500
3510. Travel			2,000	2,000
3520. Dues & Subscriptions			150	150
3525. Legal & Technical Reference Materials			200	200
3530. Training, Registration Fees, Etc.			1,475	4,000
3540. Educational Assistance			600	600
3920. Rent			<u>0</u>	<u>10,000</u>
<b>TOTAL 3000</b>			<u>31,814</u>	<u>44,724</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Building & Grounds			<u>2,500</u>	<u>0</u>
<b>TOTAL 4000</b>			<u>2,500</u>	<u>0</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5101. Noncontractual Hardware Repair			60,000	60,000
5105. Communications Equipment			<u>123,141</u>	<u>155,895</u>
<b>TOTAL 5000</b>			<u>183,141</u>	<u>215,895</u>

**DETAIL**

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<b>DETAIL</b>			101
<b>FUND</b>	<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001	COMM & INFO SYSTEMS 030	COMMUNICATIONS MAINT. 0033	
<b>CLASSIFICATION</b>		<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<u><b>CAPITAL OUTLAY</b></u>			
<b>8000. EQUIPMENT</b>			
8481. Communication & Video Equipment		\$ <u>192,400</u>	\$ <u>189,611</u>
<b>TOTAL 8000</b>		<u>192,400</u>	<u>189,611</u>
<b>GRAND TOTAL</b>		\$ <u><u>541,094</u></u>	\$ <u><u>601,183</u></u>



**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		FINANCE 035	ACCOUNTING 0035	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,202,542	\$ 1,356,796
<b>2000. COMMODITIES</b>			13,600	15,900
<b>3000. CONTRACTUAL SERVICES</b>			163,345	175,895
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			500	500
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			<u>1,379,987</u>	<u>1,549,091</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,379,987</u>	<u>\$ 1,549,091</u>

**FUNCTION:** The Finance Department is supervised by the Director of Finance. The department is made up of the Accounting, Tax, Investments, Customer Service, and Water Meter Repair Shop Divisions.

Accounting maintains budgetary controls on all expenditures and revenues of the City; maintains central accounting records; distributes and maintains controls on payroll records; prepares financial statements; disburses on all City obligations; maintains City bank accounts; and has a general responsibility for financial forecasting and planning.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Distribute monthly budget/activity status reports to users within ten (10) working days of month end.	12 of 12 months	4 of 12 months *	12 of 12 months
Deliver Monthly Financial Summary to City Manager within twenty (20) working days following end of month.	12 of 12 months	4 of 12 months *	12 of 12 months
Receive Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation Award from GFOA.	2 received	2 submitted	2 submitted
Average annual collected balance in bank less than 1.00% (.0100) of portfolio.	.95% (.0095)	1.55% (.0155)	1.00% (.010)

\* 2011 reflects partial year due to implementation of new financial software.



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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	ACCOUNTING 0035	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 806,430	\$ 929,273
Overtime			20,000	20,000
Other Benefits			<u>376,112</u>	<u>407,523</u>
<b>TOTAL 1000</b>			<u>1,202,542</u>	<u>1,356,796</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			9,000	10,000
2115. Minor Furniture & Fixtures			300	500
2120. Minor Equipment, Instruments & Tools			300	400
2160. Computer Software & Supplies			<u>4,000</u>	<u>5,000</u>
<b>TOTAL 2000</b>			<u>13,600</u>	<u>15,900</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3220. Advertising			250	250
3240. Binding, Printing & Reproduction			1,800	1,800
3350. Bank Service			44,400	44,400
3360. Special Postage & Express Shipping			250	250
3390. Other Special Services			1,560	1,560
3440. External Audit Fees			100,000	110,000
3510. Travel			2,425	2,425
3520. Dues & Subscriptions			6,050	6,100
3525. Legal & Technical Reference Materials			200	200
3530. Training - Registration Fees			5,360	5,085
3540. Educational Assistance			1,000	3,750
3900. Mileage			<u>50</u>	<u>75</u>
<b>TOTAL 3000</b>			<u>163,345</u>	<u>175,895</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			<u>500</u>	<u>500</u>
<b>TOTAL 5000</b>			<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>			<u>\$ 1,379,987</u>	<u>\$ 1,549,091</u>

# PERSONNEL SCHEDULE

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FUND		DEPARTMENT		UNIT	
GENERAL 001		FINANCE 035		ACCOUNTING 0035	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Finance Director		1	1	1	
Comptroller		1	1	1	
Accounting Manager		1	1	1	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>PROFESSIONAL</b>					
Accountant		6	6	6	
	TOTAL	<u>6</u>	<u>6</u>	<u>6</u>	
<b>TECHNICAL</b>					
Accounting Assistant		2	2	2	
	TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>CLERICAL</b>					
Accounts Payable Specialist		4	4	4	
Administrative Assistant		1	1	1	
	TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	
BASE SALARIES					\$ 929,273
LONGEVITY					19,349
CERTIFICATION PAY					2,400
SPECIAL PAY					13,769
OVERTIME					20,000
FRINGE BENEFITS					<u>372,005</u>
GRAND TOTAL		<u>16</u>	<u>16</u>	<u>16</u>	\$ <u>1,356,796</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		FINANCE 035	INVESTMENTS 0037	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 117,297	\$ 122,096
<b>2000. COMMODITIES</b>			190	300
<b>3000. CONTRACTUAL SERVICES</b>			14,125	14,325
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			<u>131,612</u>	<u>136,721</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 131,612</u>	<u>\$ 136,721</u>

FUNCTION: Investments determines cash flow needs for payrolls, commodities, special services, and projects and insures that funds will be available when required. Funds in excess of present requirements are carefully and professionally managed to preserve capital and optimize safe and secure return.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Equal or exceed rate of return on 3-month T-Bills.	Exceeded 3-mo bill rate by 131 basis points.	Exceed 3-mo bill rate by at least 120 basis points.	Exceed 3-mo bill rate by at least 100 basis points
Meet guidelines and restrictions on portfolio as outlined in Investment Policy.	3 of 4 Quarters	4 of 4 Quarters	4 of 4 Quarters
Provide timely and accurate information and reports to management and Council.	4 of 4 Quarters	4 of 4 Quarters	4 of 4 Quarters

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	INVESTMENTS 0037	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 86,064	\$ 91,303
Other Benefits			<u>31,233</u>	<u>30,793</u>
<b>TOTAL 1000</b>			<u>117,297</u>	<u>122,096</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			<u>190</u>	<u>300</u>
<b>TOTAL 2000</b>			<u>190</u>	<u>300</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3446. Fund Management Subscriptions			12,100	12,300
3510. Travel			1,600	1,600
3530. Training, Registration Fees, Etc.			<u>425</u>	<u>425</u>
<b>TOTAL 3000</b>			<u>14,125</u>	<u>14,325</u>
<b>GRAND TOTAL</b>			\$ <u><u>131,612</u></u>	\$ <u><u>136,721</u></u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		FINANCE		INVESTMENTS	
001		035		0037	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Investment Manager					
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 91,303
LONGEVITY					1,284
FRINGE BENEFITS					<u>29,509</u>
GRAND TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	\$ <u>122,096</u>

**SUMMARY**

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SUMMARY				109
FUND		DEPARTMENT	UNIT	
GENERAL 001		GENERAL SERVICES 040	PURCHASING 0040	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 355,727	\$ 374,572
2000. COMMODITIES			3,752	3,609
3000. CONTRACTUAL SERVICES			10,801	13,801
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
SUBTOTAL			370,280	391,982
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
SUBTOTAL			0	0
TOTAL			\$ 370,280	\$ 391,982

FUNCTION: The Purchasing Division is responsible either directly or through delegation of authority, for the purchase or contracting of all materials, supplies, equipment and contractual services needed by any and all departments of the City. The Purchasing Agent reports to the Director of Facilities and Fleet Management. The duty of the Purchasing Agent is to assure that the Division's responsibilities are carried out in compliance with policies and statutes.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Requisitions of less than \$25,000 will be bid and PO issued within 7 to 14 calendar days.	>98%	>99%	100%
Re-bids will be held to 15 or less per year.	9	<15	<15
Number of sole source purchases shall be limited to 1% of total.	0.6%	<1%	<1%
Information requests shall be completed within one work day.	100%	100%	100%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		GENERAL SERVICES 040	PURCHASING 0040	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 227,087	\$ 240,490
Overtime			2,060	2,060
Other Benefits			<u>126,580</u>	<u>132,022</u>
<b>TOTAL 1000</b>			<u>355,727</u>	<u>374,572</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			3,302	3,302
2020. Educational & Training Supplies			143	0
2120. Minor Equipment, Instruments & Tools			128	128
2160. Computer Software & Supplies			<u>179</u>	<u>179</u>
<b>TOTAL 2000</b>			<u>3,752</u>	<u>3,609</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3212. Equipment Rental - External			2,570	2,570
3220. Advertising			3,325	3,325
3270. Notary Bonds			50	50
3510. Travel			2,370	2,370
3520. Dues & Subscriptions			1,218	1,218
3530. Training, Registration Fees, Etc.			1,218	1,218
3540. Educational Assistance			0	3,000
3900. Mileage			<u>50</u>	<u>50</u>
<b>TOTAL 3000</b>			<u>10,801</u>	<u>13,801</u>
<b>GRAND TOTAL</b>			<u>\$ 370,280</u>	<u>\$ 391,982</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		GENERAL SERVICES 040		PURCHASING 0040	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
General Services Director		0.05	0.05	0.05	
Purchasing Agent		<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL		<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	
<b>PROFESSIONAL</b>					
Accountant		<u>0</u>	<u>1</u>	<u>1</u>	
TOTAL		<u>0</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Purchasing Technician		<u>3</u>	<u>3</u>	<u>3</u>	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 240,490
LONGEVITY					4,899
SPECIAL PAY					8,212
OVERTIME					2,060
FRINGE BENEFITS					<u>118,911</u>
GRAND TOTAL		<u>4.05</u>	<u>5.05</u>	<u>5.05</u>	\$ <u>374,572</u>



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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		GENERAL SERVICES 040	FACILITIES SERVICES 0041	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 289,156	\$ 304,454
<b>2000. COMMODITIES</b>			8,750	7,050
<b>3000. CONTRACTUAL SERVICES</b>			734,484	742,707
<b>4000. MAINTENANCE - STRUCTURES</b>			60,000	60,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			5,000	5,000
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,097,390</u>	<u>1,119,211</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,097,390</u>	<u>\$ 1,119,211</u>

FUNCTION: This division maintains City Hall, Loraine Center, nine Fire Stations, Municipal Court, Animal Control, two Senior Centers, Health Department and several Operations Buildings, and does much of the maintenance of other City buildings. This division budget provides funds to pay for maintenance of heating and cooling equipment, janitorial services, general maintenance and remodeling services, and payment of electrical and natural gas bills for most of the above mentioned facilities.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Insure that all occupied buildings are structurally sound and only minor maintenance work is required (Building Condition 2.)	Meet	Meet	Meet
Response time for general building maintenance requests will be within 8 working hours.	4 hours	4 hours	4 hours
Response time for emergency requests will be within 20 minutes.	Meet	Meet	Meet

**DETAIL**

DETAIL				113
FUND		DEPARTMENT		UNIT
GENERAL 001		GENERAL SERVICES 040		FACILITIES SERVICES 0041
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 189,704	\$ 201,745
Overtime			8,700	8,700
Other Benefits			<u>90,752</u>	<u>94,009</u>
<b>TOTAL 1000</b>			<u>289,156</u>	<u>304,454</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			1,200	800
2020. Educational & Training Supplies			800	500
2115. Minor Furniture & Fixtures			400	400
2120. Minor Equipment, Instruments & Tools			800	800
2140. Electrical Parts & Supplies			1,000	1,000
2160. Computer Software & Supplies			400	400
2170. Welding Supplies			600	600
2310. Janitorial Supplies			750	750
2320. Medical Supplies			300	300
2330. Chemicals & Insecticides			500	500
2570. Clothing, Dry Goods, Etc.			<u>2,000</u>	<u>1,000</u>
<b>TOTAL 2000</b>			<u>8,750</u>	<u>7,050</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas			100,000	85,000
3030. Light & Power			300,000	300,000
3040. Water			18,000	33,000
3210. Hire of Equipment - Garage - Vehicle			42,922	51,145
3211. Hire of Equipment - Garage - Other			49,148	49,148
3230. Laundry and Cleaning			200	200
3235. Janitorial Services			140,000	140,000
3310. Exterminator			2,000	2,000
3375. HVAC Services			42,500	42,500
3390. Other Special Services			38,714	38,714
3510. Travel			500	500
3530. Training, Registration Fees, Etc.			<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>			<u>734,484</u>	<u>742,707</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			<u>60,000</u>	<u>60,000</u>
<b>TOTAL 4000</b>			<u>60,000</u>	<u>60,000</u>

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**DETAIL**

FUND GENERAL 001	DEPARTMENT GENERAL SERVICES 040	UNIT FACILITIES SERVICES 0041	
CLASSIFICATION		BUDGET 2010-2011	BUDGET 2011-2012
<p style="text-align: center;"><b><u>OPERATING SERVICES</u></b></p> <p><b>5000. MAINTENANCE OF EQUIPMENT</b> 5010. Heating &amp; Cooling System</p> <p style="text-align: center;"><b>TOTAL 5000</b></p> <p><b>GRAND TOTAL</b></p>		<p>\$ <u>5,000</u></p> <p><u>5,000</u></p> <p>\$ <u><u>1,097,390</u></u></p>	<p>\$ <u>5,000</u></p> <p><u>5,000</u></p> <p>\$ <u><u>1,119,211</u></u></p>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		GENERAL SERVICES		FACILITIES SERVICES	
001		040		0041	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Facilities/Fleet Management Director		0.15	0.15	0.15	
TOTAL		<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	
<b>SUPERVISORY</b>					
Building Maintenance Superintendent		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>					
Building Maintenance Specialist		3	3	3	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 201,745
LONGEVITY					1,934
SPECIAL PAY					1,652
OVERTIME					8,700
FRINGE BENEFITS					<u>90,423</u>
GRAND TOTAL		<u>5.15</u>	<u>5.15</u>	<u>5.15</u>	\$ <u>304,454</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		GENERAL SERVICES 040	RISK MANAGEMENT 0042	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 129,642	\$ 136,362
<b>2000. COMMODITIES</b>			1,900	4,900
<b>3000. CONTRACTUAL SERVICES</b>			31,229	43,208
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			<u>162,771</u>	<u>184,470</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 162,771</u>	<u>\$ 184,470</u>

**FUNCTION:** The Risk Management Division's objectives are to minimize risk, create a safe work environment and plan for or prevent events that could hinder the effectiveness of City government. Core functions include handling liability claims investigations and processing, conducting accident investigations and safety training, administering employee drug and alcohol screening programs, chair and administer the Accident Review Board. The division is responsible for the operational management of two major liability fund, procurement and management of Property, Error and Omission, Law Enforcement Liability, Special Events and Aviation insurance coverage's.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Conduct Safety Training for all production divisions once a quarter.	85%	90%	90%
Perform walk-through safety inspections of production divisions annually.	80%	85%	90%
Perform field observations on production divisions once a quarter.	75%	85%	90%
Risk Losses recovered	65%	60%	60%
Non-litigated general liability claims settled or an offer made within 30 days of receipt of completed claim.	90%	94%	90%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		GENERAL SERVICES 040	RISK MANAGEMENT 0042	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 93,588	\$ 99,288
Other Benefits			<u>36,054</u>	<u>37,074</u>
<b>TOTAL 1000</b>			<u>129,642</u>	<u>136,362</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			600	1,500
2020. Educational & Training Supplies			400	2,500
2160. Computer Software & Supplies			500	500
2650. Photographic Supplies			<u>400</u>	<u>400</u>
<b>TOTAL 2000</b>			<u>1,900</u>	<u>4,900</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage			11,060	11,938
3470. Lab Fees			16,194	24,090
3510. Travel			600	2,750
3520. Dues & Subscriptions			2,575	3,290
3530. Training, Registration Fees, Etc.			<u>800</u>	<u>1,140</u>
<b>TOTAL 3000</b>			<u>31,229</u>	<u>43,208</u>
<b>GRAND TOTAL</b>			\$ <u><u>162,771</u></u>	\$ <u><u>184,470</u></u>

FUND		DEPARTMENT		UNIT	
GENERAL 001		GENERAL SERVICES 040		RISK MANAGEMENT 0042	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Safety/Risk Management Manager		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Safety and Environmental Officer		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		ADMINISTRATION 005	INTERNAL AUDIT 0045	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 116,514	\$ 120,574
2000. COMMODITIES			2,130	2,130
3000. CONTRACTUAL SERVICES			6,250	6,250
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>124,894</u>	<u>128,954</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 124,894</u>	<u>\$ 128,954</u>

FUNCTION: Internal Audit performs a wide range of operational audit activities of various organizations within the City, as well as external entities under contract with the City.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Percent of actual direct audit hours to total available hours.	70%	70%	72%
Percent of planned audit hours to actual audit hours for completed audits.	90%	90%	92%
Percent of audit recommendations accepted to total audit recommendations reported.	95%	95%	95%



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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		ADMINISTRATION	INTERNAL AUDIT	
001		005	0045	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 76,073	\$ 80,711
Other Benefits			<u>40,441</u>	<u>39,863</u>
<b>TOTAL 1000</b>			<u>116,514</u>	<u>120,574</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			650	650
2020. Educational & Training Supplies			880	80
2160. Computer Software & Supplies			<u>600</u>	<u>1,400</u>
<b>TOTAL 2000</b>			<u>2,130</u>	<u>2,130</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3510. Travel			2,525	2,800
3520. Dues & Subscriptions			1,000	450
3530. Training, Registration Fees, Etc.			<u>2,725</u>	<u>3,000</u>
<b>TOTAL 3000</b>			<u>6,250</u>	<u>6,250</u>
<b>GRAND TOTAL</b>			\$ <u><u>124,894</u></u>	\$ <u><u>128,954</u></u>

## PERSONNEL SCHEDULE

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FUND		DEPARTMENT		UNIT	
GENERAL		ADMINISTRATION		INTERNAL AUDIT	
001		005		0045	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
MANAGEMENT					
Internal Audit Manager					
TOTAL		<div>1</div> <div>1</div>	<div>1</div> <div>1</div>	<div>1</div> <div>1</div>	

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	TAX 0050	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			377,957	360,898
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
SUBTOTAL			377,957	360,898
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
SUBTOTAL			0	0
TOTAL			\$ 377,957	\$ 360,898

FUNCTION: This division accounts for the City of Midland's portion of the Midland Central Appraisal District budget.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FINANCE 035	TAX 0050	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3390. Other Special Services			\$ <u>377,957</u>	\$ <u>360,898</u>
<b>TOTAL 3000</b>			<u>377,957</u>	<u>360,898</u>
<b>GRAND TOTAL</b>			\$ <u><u>377,957</u></u>	\$ <u><u>360,898</u></u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	PLANNING & DEVELOPMENT 0055	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 463,832	\$ 491,632
2000. COMMODITIES			6,000	6,000
3000. CONTRACTUAL SERVICES			17,360	143,062
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			50	50
SUBTOTAL			487,242	640,744
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
SUBTOTAL			0	0
TOTAL			\$ 487,242	\$ 640,744

FUNCTION: This division has the responsibility of providing technical assistance to the Planning and Zoning Commission and to the City Council on matters relating to land use, zoning, and the processing of subdivisions. This division conducts planning studies, maintains graphs and charts, land use maps, and zoning maps pertinent to planning the logical development of the City.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Staff to return phone calls within same work day.	95%	96%	96%
Route sketch plans within 48 hours.	88%	90%	95%
Complete sketch comments within 15 working days.	85%	90%	95%
Update zoning maps within 5 working days of request.	95%	95%	100%

**DETAIL**

DETAIL				125
FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	PLANNING & DEVELOPMENT 0055	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 322,716	\$ 345,457
Other Benefits			<u>141,116</u>	<u>146,175</u>
TOTAL 1000			<u>463,832</u>	<u>491,632</u>
2000. COMMODITIES				
2010. Office Supplies			5,400	5,000
2160. Computer Software & Supplies			400	700
2200. Food			<u>200</u>	<u>300</u>
TOTAL 2000			<u>6,000</u>	<u>6,000</u>
3000. CONTRACTUAL SERVICES				
3210. Hire of Equipment - Garage - Vehicles			2,275	2,617
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			3,500	3,500
3240. Binding, Printing & Reproduction			50	50
3420. Legal Filing Fees			60	60
3450. Consulting Fees			0	125,000
3510. Travel			6,650	6,650
3520. Dues & Subscriptions			1,625	1,625
3530. Training, Registration Fees, Etc.			<u>3,200</u>	<u>3,200</u>
TOTAL 3000			<u>17,360</u>	<u>143,062</u>
6000. MISCELLANEOUS				
6990. Miscellaneous			<u>50</u>	<u>50</u>
TOTAL 6000			<u>50</u>	<u>50</u>
GRAND TOTAL			\$ <u><u>487,242</u></u>	\$ <u><u>640,744</u></u>

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**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT PLANNING & DEVELOPMENT 0055	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Planning Division Manager		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Planner		<u>3</u>	<u>3</u>	<u>3</u>	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>TECHNICAL</b>					
Associate Planner		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Administrative Assistant		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 345,457
LONGEVITY					6,156
SPECIAL PAY					3,893
FRINGE BENEFITS					<u>136,126</u>
GRAND TOTAL		<u>6</u>	<u>6</u>	<u>6</u>	\$ <u>491,632</u>

**SUMMARY**

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SUMMARY				127
FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	COMMUNITY DEVELOPMENT 0056	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 185,944	\$ 194,699
2000. COMMODITIES			3,200	2,760
3000. CONTRACTUAL SERVICES			12,213	12,766
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
SUBTOTAL			201,357	210,225
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
SUBTOTAL			0	0
TOTAL			\$ 201,357	\$ 210,225

FUNCTION: This division is responsible for daily program management, oversight and coordination of the Community Development Block Grant (CDBG) program. The division prepares the annual application for funds, maintains the Consolidated Plan for Community Development and Housing Funds, contracts with subrecipient agencies, conducts fair housing programming and environmental reviews, monitors all CDBG projects, and addresses a variety of federal requirements on a general basis and for project specific situations. Additionally, the division administers the City housing programs - housing rehabilitation loans, emergency repair grants and home purchase assistance loans.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Complete housing cases within the time established for each program.	94%	89%	92%
Perform necessary tasks so that funded projects or programs can have their administrative, contracting or procurement processes completed by the third City Council meeting after the request for assistance was made.	94%	95%	95%
Complete the processing of all payment requests within two days of receipt.	97%	98%	98%



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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	COMMUNITY DEVELOPMENT 0056	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 127,224	\$ 134,971
Other Benefits			<u>58,720</u>	<u>59,728</u>
TOTAL 1000			<u>185,944</u>	<u>194,699</u>
2000. COMMODITIES				
2010. Office Supplies			2,400	2,160
2120. Minor Equipment, Instruments & Tools			200	100
2155. Minor Computer Hardware & Peripherals			200	100
2160. Computer Software & Supplies			200	200
2570. Clothing, Dry Goods, Etc.			100	100
2620. Postage			<u>100</u>	<u>100</u>
TOTAL 2000			<u>3,200</u>	<u>2,760</u>
3000. CONTRACTUAL SERVICES				
3210. Hire of Equipment - Garage - Vehicles			2,413	2,506
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			2,700	3,200
3240. Binding, Printing & Reproduction			200	200
3360. Special Postage & Express Shipping			200	200
3390. Other Special Services			1,500	1,500
3510. Travel			2,800	2,800
3520. Dues & Subscriptions			1,400	1,200
3530. Training, Registration Fees, Etc.			<u>1,000</u>	<u>800</u>
TOTAL 3000			<u>12,213</u>	<u>12,766</u>
GRAND TOTAL			\$ <u><u>201,357</u></u>	\$ <u><u>210,225</u></u>

## PERSONNEL SCHEDULE

FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT COMMUNITY DEVELOPMENT 0056	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Community Development Admin.		1	1	1	
TOTAL		1	1	1	
<b>PROFESSIONAL</b>					
Program Coordinator		1	1	1	
TOTAL		1	1	1	
<b>TECHNICAL</b>					
CDBG Program Specialist		1	1	1	
TOTAL		1	1	1	

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		DEVELOPMENT SERVICES 075	CODE ADMINISTRATION 0060	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,290,477	\$ 1,382,022
<b>2000. COMMODITIES</b>			19,400	19,400
<b>3000. CONTRACTUAL SERVICES</b>			284,548	365,283
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			<u>1,594,425</u>	<u>1,766,705</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,594,425</u>	<u>\$ 1,766,705</u>

**FUNCTION:** This division makes detailed inspections of all new building, plumbing, electrical facilities, and other mechanical installation; issues various construction permits, collects water and sewer pro rata and tap fees; enforces building, electrical, plumbing, zoning, sign, swimming pool, water well and trailer park ordinances; and property maintenance codes pertaining to such matters as dilapidated structures, junk vehicles, weeds and debris, and nuisance water in streets. The division seeks out code violations and attempts to bring them into compliance. Contracts are prepared and supervised for removal of dilapidated structures and clearing of weedy lots. Complaints are filed in Municipal Court when other code violations are not corrected. The division also processes appeals to the Building Code Board of Appeals and Zoning Board of Adjustment, and reviews and proposes updating of the various codes on a continuing basis as needed.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
To review residential plans within 48 hours of receiving completed application.	1,100 of 1,209 permits 91.0%	1,400 of 1,500 permits 93.3%	1,500 of 1,600 permits 93.75%
To review commercial plans within 7 days of receiving completed application.	185 of 286 permits 64.7%	250 of 370 permits 67.6%	300 of 400 permits 75%
To respond to request for building inspection within 24 hours.	20,000 of 21,800 inspect 91.7%	23,500 of 25,000 inspect 94%	24,500 of 26,000 inspect 94.2%
To check each property within the city limits for property Code Compliance	70%	90%	100%
To achieve compliance to COM Property Codes	40%	67%	80%

**DETAIL**

DETAIL				131
FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	CODE ADMINISTRATION 0060	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 846,155	\$ 918,069
Other Benefits			<u>444,322</u>	<u>463,953</u>
<b>TOTAL 1000</b>			<u>1,290,477</u>	<u>1,382,022</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			7,500	7,500
2020. Educational & Training Supplies			2,500	2,500
2115. Minor Furniture & Fixtures			2,000	2,000
2120. Minor Equipment, Instruments & Tools			1,500	1,500
2155. Minor Computer Hardware & Peripherals			500	500
2160. Computer Software & Supplies			2,500	2,500
2570. Clothing, Dry Goods, Etc.			<u>2,900</u>	<u>2,900</u>
<b>TOTAL 2000</b>			<u>19,400</u>	<u>19,400</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			117,548	147,923
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			1,000	1,000
3240. Binding, Printing & Reproduction			4,000	4,000
3420. Legal Filing Fees			10,000	10,000
3510. Travel			8,000	8,000
3520. Dues & Subscriptions			2,000	2,000
3530. Training, Registration Fees, Etc.			7,000	7,000
3930. Rehab of Residences			0	50,000
3950. Cleaning Lots			65,000	65,000
3955. Demolition of Dangerous Buildings			<u>70,000</u>	<u>70,000</u>
<b>TOTAL 3000</b>			<u>284,548</u>	<u>365,283</u>
<b>GRAND TOTAL</b>			\$ <u>1,594,425</u>	\$ <u>1,766,705</u>

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**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT CODE ADMINISTRATION 0060	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Building Official		1	1	1	
Assistant Manager		0	1	1	
TOTAL		<u>1</u>	<u>2</u>	<u>2</u>	
<b>PROFESSIONAL</b>					
Commercial Plans Examiner		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Code Enforcement Officer		6	6	6	
Code Enforcement Supervisor		1	1	1	
Inspector		6	6	6	
Oil & Gas Compliance Officer		1	0	0	
Plan Reviewer		1	1	1	
TOTAL		<u>15</u>	<u>14</u>	<u>14</u>	
<b>OPERATIONS</b>					
Maintenance Specialist		3	3	3	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Account Clerk		1	2	2	
Administrative Assistant		1	1	1	
Secretary		1	0	0	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 918,069
LONGEVITY					12,525
SPECIAL PAY					9,179
FRINGE BENEFITS					<u>442,249</u>
GRAND TOTAL		<u>23</u>	<u>23</u>	<u>23</u>	\$ <u>1,382,022</u>

**SUMMARY**

SUMMARY				133
FUND		DEPARTMENT		UNIT
GENERAL 001		DEVELOPMENT SERVICES 075		GIS ADMINISTRATION 0075
CLASSIFICATION		BUDGET 2010-2011		BUDGET 2011-2012
1000. PERSONNEL SERVICES		\$	377,356	\$ 368,311
2000. COMMODITIES			5,535	5,535
3000. CONTRACTUAL SERVICES			21,415	50,115
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
SUBTOTAL			404,306	423,961
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
SUBTOTAL			0	0
TOTAL		\$	404,306	\$ 423,961
FUNCTION: This division is responsible for the City of Midland Geographic Information System (GIS) database. The division provides timely and accurate geographic data, maps and custom applications to city employees and the general public. The division also provides GIS training and support services to end users in multiple city departments and other outside agencies. Some examples of GIS data layers available include: property boundaries, infrastructure assets, administrative districts, etc.				
Activity / Performance Measures				
Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets	
Manage the ArcSDE Enterprise Geodatabase Uptime.	98%	98%	98%	
Keep GIS base map data current for internal and external users.	98%	99%	99%	
Provide GIS end users and GIS staff with the necessary training and support so they can effectively use the GIS software.	99%	99%	99%	
Develop requested GIS applications in a timely manner with the necessary functionality.	99%	99%	99%	
Complete requested map products in 5 business days.	100%	100%	100%	
Complete requested data orders in 10 business days.	100%	100%	100%	

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	GIS ADMINISTRATION 0075	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 262,152	\$ 259,554
Other Benefits			<u>115,204</u>	<u>108,757</u>
TOTAL 1000			<u>377,356</u>	<u>368,311</u>
2000. COMMODITIES				
2010. Office Supplies			2,500	2,500
2115. Minor Furniture & Fixtures			250	250
2155. Minor Computer Hardware & Peripherals			2,585	2,585
2570. Clothing, Dry Goods, etc.			150	150
2620. Postage			<u>50</u>	<u>50</u>
TOTAL 2000			<u>5,535</u>	<u>5,535</u>
3000. CONTRACTUAL SERVICES				
3210. Hire of Equipment - Garage - Vehicles			1,800	500
3360. Special Postage & Express Shipping			50	50
3390. Other Special Services			0	30,000
3405. Software Maintenance			4,400	4,400
3510. Travel			5,500	5,500
3520. Dues & Subscriptions			500	500
3530. Training, Registration Fees, Etc.			8,165	8,165
3540. Educational Assistance			<u>1,000</u>	<u>1,000</u>
TOTAL 3000			<u>21,415</u>	<u>50,115</u>
GRAND TOTAL			\$ <u><u>404,306</u></u>	\$ <u><u>423,961</u></u>

# PERSONNEL SCHEDULE

FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT GIS ADMINISTRATION 0075	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
GIS Division Manager		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
GIS Database Administrator		1	1	1	
GIS Lead Analyst		1	1	1	
	TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
GIS Specialist		1	1	1	
GIS Technician		2	2	2	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 259,554
LONGEVITY					2,574
SPECIAL PAY					3,756
FRINGE BENEFITS					<u>102,427</u>
GRAND TOTAL		<u>6</u>	<u>6</u>	<u>6</u>	\$ <u>368,311</u>



**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		DEVELOPMENT SERVICES 075	ENGINEERING SERVICES 0080	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,114,171	\$ 1,045,315
<b>2000. COMMODITIES</b>			11,100	11,100
<b>3000. CONTRACTUAL SERVICES</b>			79,885	95,844
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			2,000	2,000
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,207,156</u>	<u>1,154,259</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>5,644</u>	<u>5,644</u>
<b>SUBTOTAL</b>			<u>5,644</u>	<u>5,644</u>
<b>TOTAL</b>			<u>\$ 1,212,800</u>	<u>\$ 1,159,903</u>

FUNCTION: This division includes the office of the Engineering and Development Director who supervises and directs the activities of the Development Services Department. The divisions of the department include: Planning & Development, Community Development, Code Administration, Geographic Information System Administration, Engineering Services, and Transportation.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Review plans for public works in 15 or fewer working days.	20 of 32 63%	85%	85%
Review site plans for building permits in 10 or fewer working days.	44 of 50 88%	80%	80%
Respond to requests for floodplain data within 1 working day.	153 of 153 100%	98%	98%

**DETAIL**

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DETAIL				137
FUND		DEPARTMENT		UNIT
GENERAL 001		DEVELOPMENT SERVICES 075		ENGINEERING SERVICES 0080
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 755,455	\$ 716,391
Overtime			10,716	10,716
Other Benefits			<u>348,000</u>	<u>318,208</u>
<b>TOTAL 1000</b>			<u>1,114,171</u>	<u>1,045,315</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			6,000	6,000
2110. Motor Vehicle Supplies			50	50
2115. Minor Furniture & Fixtures			500	500
2120. Minor Equipment, Instruments & Tools			1,200	1,200
2155. Minor Computer Hardware & Peripherals			1,000	1,000
2160. Computer Software & Supplies			1,000	1,000
2310. Janitor Supplies			50	50
2320. Medical Supplies			50	50
2570. Clothing, Dry Goods, etc.			1,000	1,000
2620. Postage			<u>250</u>	<u>250</u>
<b>TOTAL 2000</b>			<u>11,100</u>	<u>11,100</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3200. Lab Tests - Streets			500	0
3210. Hire of Equipment - Garage - Vehicles			32,054	32,973
3212. Equipment Rental - External			1,561	1,561
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			500	500
3270. Notary Bonds			100	100
3360. Special Postage & Express Shipping			300	300
3405. Software Maintenance			21,000	21,000
3510. Travel			10,800	16,450
3520. Dues & Subscriptions			5,200	8,500
3530. Training, Registration Fees, Etc.			7370	13600
3540. Educational Assistance			<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>			<u>79,885</u>	<u>95,844</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5120. Instruments & Apparatus - Major			<u>2,000</u>	<u>2,000</u>
<b>TOTAL 5000</b>			<u>2,000</u>	<u>2,000</u>

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**DETAIL**

FUND GENERAL 001	DEPARTMENT DEVELOPMENT SERVICES 075	UNIT ENGINEERING SERVICES 0080
CLASSIFICATION	BUDGET 2010-2011	BUDGET 2011-2012
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p> <p><b>8000. EQUIPMENT</b> 8401. Furniture, Fixtures, Office Equipment</p> <p style="text-align: center;"><b>TOTAL 8000</b></p> <p><b>GRAND TOTAL</b></p>	<p>\$ <u>5,644</u></p> <p><u>5,644</u></p> <p>\$ <u><u>1,212,800</u></u></p>	<p>\$ <u>5,644</u></p> <p><u>5,644</u></p> <p>\$ <u><u>1,159,903</u></u></p>

**PERSONNEL SCHEDULE**

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FUND GENERAL 001		DEPARTMENT DEVELOPMENT SERVICES 075		UNIT ENGINEERING SERVICES 0080	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Engineering & Development Director		1	1	1	
City Engineer		1	1	1	
Assistant City Engineer		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>PROFESSIONAL</b>					
Engineer		2	1	1	
TOTAL		<u>2</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Engineering Technician		9	9	9	
TOTAL		<u>9</u>	<u>9</u>	<u>9</u>	
<b>SUPERVISORY</b>					
Chief City Surveyor		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 712,678
PART TIME/TEMPORARY					3,713
LONGEVITY					8,787
SPECIAL PAY					9,450
OVERTIME					10,716
FRINGE BENEFITS					<u>299,971</u>
GRAND TOTAL		<u>16</u>	<u>15</u>	<u>15</u>	\$ <u>1,045,315</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		DEVELOPMENT SERVICES 075	TRANSPORTATION 0085	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 2,984,059	\$ 3,137,920
<b>2000. COMMODITIES</b>			246,455	246,455
<b>3000. CONTRACTUAL SERVICES</b>			1,784,471	2,183,255
<b>4000. MAINTENANCE - STRUCTURES</b>			343,000	1,843,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			120,600	120,600
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>5,478,585</u>	<u>7,531,230</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 5,478,585</u>	<u>\$ 7,531,230</u>

FUNCTION: The Transportation Division is one of six divisions within the Department of Development Services. The purpose of the division is to manage and maintain all public right-of-ways within the corporate limits of the City of Midland. This includes the operation, installation and maintenance of the city traffic signal system and traffic control devices as well as the maintenance and repair of all pavement surfaces with the municipal domain.

<b>Activity / Performance Measures</b>			
<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Respond to citizen requests for Traffic Control Devices within 10 days.	97%	100%	100%
Respond to calls for malfunctioning traffic signals within 20 min. during normal working days /30 minutes after hours.	99%	99%	100%
Respond to citizen calls for information within same day.	98%	99%	100%
Pothole Repair			
a) complaint originated - respond within 3-5 days.	95%	97%	99%
b) emergency potholes - respond within 24 hours.	100%	100%	100%
Pavement Cut Repair - respond to request within 15 days	93%	97%	99%

**DETAIL**

DETAIL				141
FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	TRANSPORTATION 0085	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 1,862,017	\$ 1,961,216
Overtime			59,584	59,584
Other Benefits			<u>1,062,458</u>	<u>1,117,120</u>
<b>TOTAL 1000</b>			<u>2,984,059</u>	<u>3,137,920</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			9,785	9,785
2020. Educational & Training Supplies			400	400
2110. Motor Vehicle Supplies			600	600
2115. Minor Furniture & Fixtures			500	500
2120. Minor Equipment, Instruments & Tools			16,000	16,000
2150. Fuel Supplies			400	400
2155. Minor Computer Hardware & Peripherals			2,100	2,100
2160. Computer Software & Supplies			2,200	2,200
2170. Welding Supplies			1,900	1,900
2220. Ice			2,820	2,820
2310. Janitor Supplies			2,700	2,700
2320. Medical Supplies			300	150
2330. Chemicals & Insecticides			8,200	8,350
2410. Traffic Supplies			178,000	178,000
2420. Barricades & Warning Signs			10,000	10,000
2570. Clothing, Dry Goods, etc.			10,500	10,500
2620. Postage			<u>50</u>	<u>50</u>
<b>TOTAL 2000</b>			<u>246,455</u>	<u>246,455</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			230,000	230,000
3040. Water			4,000	4,000
3113. General Liability, Workers Compensation Penalty			-726	-871
3200. Lab Tests - Streets			500	500
3210. Hire of Equipment - Garage - Vehicles			1,501,597	1,900,166
3212. Equipment Rental - External			4,600	4,600
3213. Hire of Equipment - Technology Fund			0	360
3230. Laundry & Cleaning			4,820	4,820
3235. Janitorial Services			6,000	6,000
3280. Temporary Help			1,800	1,800
3320. Wrecker Services			500	500
3390. Other Special Services			1,000	1,000
3405. Software Maintenance			1,000	1,000
3510. Travel			13,000	13,000
3520. Dues & Subscriptions			1,900	1,900
3530. Training, Registration Fees, Etc.			11,800	11,800

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		DEVELOPMENT SERVICES 075	TRANSPORTATION 0085	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES (continued)</b>				
3540. Educational Assistance			\$ 1,000	\$ 1,000
3920. Rent			<u>1,680</u>	<u>1,680</u>
<b>TOTAL 3000</b>			<u>1,784,471</u>	<u>2,183,255</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			5,500	5,500
4120. Storm Sewers			1,500	1,500
4210. Sidewalks, Curbs, Culverts, Etc.			21,000	21,000
4220. Streets, Roadways, Etc.			315,000	315,000
4240. Seal Coat Application			<u>0</u>	<u>1,500,000</u>
<b>TOTAL 4000</b>			<u>343,000</u>	<u>1,843,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			7,000	7,000
5120. Instruments & Apparatus - Major			3,600	3,600
5210. Signal System			<u>110,000</u>	<u>110,000</u>
<b>TOTAL 5000</b>			<u>120,600</u>	<u>120,600</u>
<b>GRAND TOTAL</b>			<u>\$ 5,478,585</u>	<u>\$ 7,531,230</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		DEVELOPMENT SERVICES		TRANSPORTATION	
001		075		0085	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Transportation Manager		1	1	1	
Assistant Transportation Manager		1	1	1	
Superintendent		2	2	2	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	
<b>TECHNICAL</b>					
Engineering Technician		2	2	2	
Operations Planner		1	1	1	
Traffic Signal Mechanic		1	1	1	
Traffic Signal Technician		3	3	3	
TOTAL		<u>7</u>	<u>7</u>	<u>7</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		5	5	5	
Senior Traffic Engineer Technician		1	1	1	
Traffic Signal Supervisor		1	1	1	
TOTAL		<u>7</u>	<u>7</u>	<u>7</u>	
<b>SKILLED CRAFT</b>					
Sign Technician		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Equipment Operator		33	33	33	
Maintenance Specialist		8	8	8	
TOTAL		<u>41</u>	<u>41</u>	<u>41</u>	
<b>CLERICAL</b>					
Administrative Assistant		0	1	1	
Records Specialist		1	1	1	
Secretary		2	1	1	
TOTAL		<u>3</u>	<u>2</u>	<u>2</u>	
BASE SALARIES					\$ 1,935,595
PART TIME/TEMPORARY					25,621
LONGEVITY					35,616
SPECIAL PAY					13,542
OVERTIME					59,584
FRINGE BENEFITS					1,092,962
VACANCIES					<u>(25,000)</u>
GRAND TOTAL		<u>63</u>	<u>63</u>	<u>63</u>	\$ <u>3,137,920</u>



**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	PARKS 0090	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 1,936,972	\$ 2,027,038
2000. COMMODITIES			99,700	93,250
3000. CONTRACTUAL SERVICES			3,983,906	4,061,335
4000. MAINTENANCE - STRUCTURES			182,000	192,000
5000. MAINTENANCE - EQUIPMENT			8,000	8,000
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>6,210,578</u>	<u>6,381,623</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>25,000</u>	<u>25,000</u>
SUBTOTAL			<u>25,000</u>	<u>25,000</u>
TOTAL			\$ <u>6,235,578</u>	\$ <u>6,406,623</u>

FUNCTION: The Community Services Director has general responsibility for all programs in Parks, Recreation, Health and Senior Services, Hogan Park Golf Course and Animal Services. The parks function of this division provides for general purpose public parks. This includes the development and maintenance of a park system throughout the city.

<b>Activity / Performance Measures</b>			
<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
The number of park reservations during the year.	383	400	400
Number of Park Division waived rental fees during the year.	50	40	30
The total revenue collected from park reservations during the year.	\$62,677	\$50,000	\$60,000
Total estimated visitors to Midland resulting from events hosted by the Parks & Recreation Department.	22,270	25,000	28,000
The estimated Direct Visitor Spending spent in Midland resulting from events hosted by the Park & Recreation Department.	\$11,602,935	\$12,000,000	\$15,000,000

**DETAIL**

DETAIL				145
FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	PARKS 0090	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 1,238,495	\$ 1,285,949
Overtime			34,506	34,506
Other Benefits			<u>663,971</u>	<u>706,583</u>
<b>TOTAL 1000</b>			<u>1,936,972</u>	<u>2,027,038</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			1,500	3,000
2020. Educational & Training Supplies			500	500
2110. Motor Vehicle Supplies			500	500
2115. Minor Furniture & Fixtures			1,000	750
2120. Minor Equipment, Instruments & Tools			10,000	10,000
2130. Plant Lubrication & Supplies			2,500	2,000
2140. Electrical Parts & Supplies			30,000	30,000
2150. Heating Fuel Supplies			200	200
2170. Welding Supplies			5,000	3,000
2200. Food			1,000	1,000
2210. Water			1,000	1,500
2220. Ice			1,200	1,000
2310. Janitor Supplies			17,500	17,500
2320. Medical Supplies			500	250
2330. Chemicals & Insecticides			2,000	2,000
2520. Botanical & Agricultural Supplies			15,000	10,000
2570. Clothing, Dry Goods, Etc.			8,500	8,500
2620. Postage			1,300	1,300
2640. Safety Supplies & Minor Equipment			<u>500</u>	<u>250</u>
<b>TOTAL 2000</b>			<u>99,700</u>	<u>93,250</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas			20,000	20,000
3030. Light & Power			500,000	500,000
3040. Water			1,000,000	950,000
3113. General Liability, Worker's Compensation Penalty			-13,439	0
3210. Hire of Equipment - Garage - Vehicles			282,545	372,675
3212. Equipment Rental - External			7,500	7,500
3213. Hire of Equipment - Technology Fund			0	360
3235. Janitorial Services			1,500	5,000
3240. Binding, Printing & Reproduction			200	200
3310. Exterminator			500	500
3360. Special Postage & Express Shipping			100	100
3370. Grounds Maintenance			2,100,000	2,100,000
3390. Other Special Services			70,000	90,000
3510. Travel			6,000	6,000
3520. Dues & Subscriptions			2,000	2,000

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	PARKS 0090	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES (continued)</b>				
3530. Training, Registration Fees, Etc.			\$ 4,000	\$ 4,000
3540. Educational Assistance			2,500	2,500
3550. Employee Awards			<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>			<u>3,983,906</u>	<u>4,061,335</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			80,000	80,000
4012. Security Fencing			2,000	2,000
4210. Sidewalks, Curbs, Culverts, Etc.			5,000	5,000
4940. Irrigation Equipment			<u>95,000</u>	<u>105,000</u>
<b>TOTAL 4000</b>			<u>182,000</u>	<u>192,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			1,000	1,000
5110. Machinery, Tools & Implements			<u>7,000</u>	<u>7,000</u>
<b>TOTAL 5000</b>			<u>8,000</u>	<u>8,000</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8441. Recreational Equipment			<u>25,000</u>	<u>25,000</u>
<b>TOTAL 8000</b>			<u>25,000</u>	<u>25,000</u>
<b>GRAND TOTAL</b>			<u>\$ 6,235,578</u>	<u>\$ 6,406,623</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL		COMMUNITY SERVICES		PARKS	
001		090		0090	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Community Services Director		1	1	1	
Assistant Comm Services Director		1	0	0	
Assistant Parks & Recreation Mgr		0	1	1	
Parks and Recreation Manager		1	1	1	
Parks Superintendent		1	1	1	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	
<b>PROFESSIONAL</b>					
Urban Forester		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>SUPERVISORY</b>					
Construction Supervisor		1	1	1	
Irrigation Supervisor		1	1	1	
Labor Supervisor		3	3	3	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
<b>SKILLED CRAFT</b>					
Construction Specialist		3	5	5	
Electrician Apprentice		1	1	1	
Irrigation Technician		6	6	7	
Small Engine Mechanic		1	1	1	
Welder		1	1	1	
TOTAL		<u>12</u>	<u>14</u>	<u>15</u>	
<b>OPERATIONS</b>					
Equipment Operator		2	2	2	
Maintenance Specialist		16	14	13	
TOTAL		<u>18</u>	<u>16</u>	<u>15</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	0	0	
TOTAL		<u>1</u>	<u>0</u>	<u>0</u>	

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		COMMUNITY SERVICES		PARKS	
001		090		0090	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
BASE SALARIES					\$ 1,265,949
PART TIME/TEMPORARY					20,000
LONGEVITY					20,532
SPECIAL PAY					19,165
OVERTIME					34,506
FRINGE BENEFITS					686,886
VACANCIES					<u>(20,000)</u>
GRAND TOTAL		<u>41</u>	<u>40</u>	<u>40</u>	\$ <u>2,027,038</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	ANIMAL SERVICES 0091	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 570,220	\$ 611,768
2000. COMMODITIES			36,750	33,950
3000. CONTRACTUAL SERVICES			282,491	309,504
4000. MAINTENANCE - STRUCTURES			2,000	2,000
5000. MAINTENANCE - EQUIPMENT			800	800
6000. MISCELLANEOUS			<u>1,400</u>	<u>1,400</u>
SUBTOTAL			<u>893,661</u>	<u>959,422</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>893,661</u></u>	\$ <u><u>959,422</u></u>

FUNCTION: This division picks up and impounds stray animals, picks up dead animals, keeps records of all animals impounded, issues receipts of all fees collected, maintains the shelter properly, and enforces ordinances as passed by the City Charter and state laws as mandated.

Activity / Performance Measures			
Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Response Time: Complaint	30 minutes	30 minutes	30 minutes
Emergency	20 minutes	20 minutes	15 minutes
Trap requests.	1 day	1 day	1 day
Month: Micro-chips sold	117	120	125
Licenses Issued	2,087	1,900	2,000
Pet reclaim	62	55	60
Pets adopted	40	40	20
Spary/Neuter Vouchers per month: Issued	232	225	240
Redeemed	215	200	230
Bite investigations per month	30	38	35

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**DETAIL**

FUND		DEPARTMENT		UNIT	
GENERAL 001		COMMUNITY SERVICES 090		ANIMAL SERVICES 0091	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>1000. PERSONNEL SERVICES</b>					
Salaries				\$ 375,194	\$ 404,706
Overtime				2,871	2,871
Other Benefits				<u>192,155</u>	<u>204,191</u>
<b>TOTAL 1000</b>				<u>570,220</u>	<u>611,768</u>
<b>2000. COMMODITIES</b>					
2010. Office Supplies				2,800	2,800
2020. Educational & Training Supplies				500	500
2120. Minor Equipment, Instruments & Tools				4,100	4,100
2155. Minor Computer Hardware & Peripherals				200	0
2160. Computer Software & Supplies				200	0
2170. Welding Supplies				100	0
2310. Janitor Supplies				1,800	1,800
2320. Medical Supplies				3,800	7,500
2330. Chemicals & Insecticides				2,500	2,500
2520. Botanical & Agricultural Supplies				200	200
2530. Animal Feed				6,000	4,000
2540. Ammunition				150	150
2560. Laboratory Supplies				6,000	6,000
2570. Clothing, Dry Goods, Etc.				3,000	3,000
2610. Pet License Tag				1,400	1,400
2620. Postage				<u>4,000</u>	<u>0</u>
<b>TOTAL 2000</b>				<u>36,750</u>	<u>33,950</u>
<b>3000. CONTRACTUAL SERVICES</b>					
3030. Light & Power				14,000	10,000
3040. Water				13,000	13,000
3113. General Liability, Workers Compensation Penalty				-2,456	0
3210. Hire of Equipment - Garage - Vehicles				100,697	102,394
3212. Equipment Rental - External				2,600	3,500
3213. Hire of Equipment - Technology Fund				0	360
3220. Advertising				100	100
3240. Binding, Printing & Reproduction				3,000	3,000
3270. Notary Bonds				100	100
3360. Special Postage & Express Shipping				1,600	1,200
3390. Other Special Services				900	900
3460. Veterinary Fees				139,000	165,000
3470. Medical Lab Fees				100	100
3510. Travel				5,900	5,900
3520. Dues & Subscriptions				1,000	1,000
3525. Legal & Technical Reference Material				450	450
3530. Training, Registration Fees, Etc.				<u>2,500</u>	<u>2,500</u>
<b>TOTAL 3000</b>				<u>282,491</u>	<u>309,504</u>

**DETAIL**

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<b>DETAIL</b>				151
<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>
GENERAL 001		COMMUNITY SERVICES 090		ANIMAL SERVICES 0091
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 1,800	\$ 1,800
4940. Irrigation Equipment			<u>200</u>	<u>200</u>
<b>TOTAL 4000</b>			<u>2,000</u>	<u>2,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			700	700
5120. Instruments & Apparatus - Major			<u>100</u>	<u>100</u>
<b>TOTAL 5000</b>			<u>800</u>	<u>800</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>1,400</u>	<u>1,400</u>
<b>TOTAL 6000</b>			<u>1,400</u>	<u>1,400</u>
<b>GRAND TOTAL</b>			\$ <u><u>893,661</u></u>	\$ <u><u>959,422</u></u>



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**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT COMMUNITY SERVICES 090		UNIT ANIMAL SERVICES 0091	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Animal Services Manager		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Animal Services Officer		<u>5</u>	<u>5</u>	<u>5</u>	
	TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	
<b>SUPERVISORY</b>					
Assistant Animal Services Manager		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Maintenance Specialist		<u>3</u>	<u>3</u>	<u>3</u>	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Administrative Assistant		<u>1</u>	<u>1</u>	<u>1</u>	
Records Specialist		<u>2</u>	<u>2</u>	<u>2</u>	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 404,706
LONGEVITY					3,987
SPECIAL PAY					1,894
OVERTIME					2,871
FRINGE BENEFITS					<u>198,310</u>
GRAND TOTAL		<u>13</u>	<u>13</u>	<u>13</u>	\$ <u>611,768</u>

**SUMMARY**

SUMMARY				153
FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	RECREATION 0093	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 391,201	\$ 425,649
2000. COMMODITIES			55,900	62,200
3000. CONTRACTUAL SERVICES			73,663	96,230
4000. MAINTENANCE - STRUCTURES			44,000	47,500
5000. MAINTENANCE - EQUIPMENT			2,000	3,000
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>566,764</u>	<u>634,579</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>566,764</u></u>	\$ <u><u>634,579</u></u>

FUNCTION: The Community Services Director has general responsibility for all programs in Parks, Recreation, Health and Senior Services, Hogan Park Golf Course, and Animal Services. The recreation function provides liaison support to numerous nonprofit and civic organizations which in turn provide for and carry out a full scope of recreational services for the citizens throughout the year. In addition to programs offered by the city, the recreational function is also carried out through a system of privatization contracts and operating agreements. The Martin Luther King Jr. Community Center provides a facility for the citizens to socialize and programming for wellness opportunities. Youth development activities are also housed in this facility. Rooms at the Martin Luther King Jr. Center are available for public use through a rental system, as are rentals of other city parks and park facilities.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
The number of MLK facility reservations during the year.	23	0	750
The number of MLK waived rental fees during the year.	178	0	250
The number of pool facility rentals during the year.	26	25	25
The total revenue collected for Recreation Division programs and reservations during the year. (with pools)	\$30,575	\$14,594	\$15,000
The total number of Recreation Division participants during the year. (with pools)	76,940	24,593	50,000

NOTE: Time period for MLK renovation: April 2010 - October 1, 2011

**DETAIL**

FUND		DEPARTMENT		UNIT	
GENERAL 001		COMMUNITY SERVICES 090		RECREATION 0093	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>1000. PERSONNEL SERVICES</b>					
Salaries				\$ 305,228	\$ 322,127
Overtime				5,000	5,000
Other Benefits				<u>80,973</u>	<u>98,522</u>
<b>TOTAL 1000</b>				<u>391,201</u>	<u>425,649</u>
<b>2000. COMMODITIES</b>					
2010. Office Supplies				4,000	4,000
2020. Educational/ Training Supplies				800	800
2115. Minor Furniture & Fixtures				4,000	2,000
2120. Minor Equipment, Instruments & Tools				10,000	10,000
2140. Electrical Parts & Supplies				200	200
2200. Food				700	700
2310. Janitor Supplies				2,500	6,000
2320. Medical Supplies				3,000	1,000
2330. Chemicals & Insecticides				15,200	18,000
2510. Recreational Supplies				6,000	10,000
2570. Clothing, Dry Goods, Etc.				6,000	6,000
2620. Postage				500	500
2640. Safety Supplies & Minor Equipment				<u>3,000</u>	<u>3,000</u>
<b>TOTAL 2000</b>				<u>55,900</u>	<u>62,200</u>
<b>3000. CONTRACTUAL SERVICES</b>					
3020. Heat & Natural Gas				10,000	10,000
3030. Light & Power				15,000	25,000
3040. Water				6,000	15,000
3210. Hire of Equipment - Garage - Vehicles				14,663	12,530
3212. Equipment Rental - External				5,000	5,000
3220. Advertising				5,000	5,000
3235. Janitorial Services				500	2,500
3240. Binding, Printing & Reproduction				200	2,500
3310. Exterminator				250	900
3315. Security Services				0	750
3390. Other Special Services				5,000	5,000
3510. Travel				5,300	5,300
3520. Dues & Subscriptions				750	750
3530. Training, Registration Fees, Etc.				<u>6,000</u>	<u>6,000</u>
<b>TOTAL 3000</b>				<u>73,663</u>	<u>96,230</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>					
4010. Buildings & Grounds				4,000	7,500
4920. Swimming Pools				<u>40,000</u>	<u>40,000</u>
<b>TOTAL 4000</b>				<u>44,000</u>	<u>47,500</u>

**DETAIL**

FUND GENERAL 001	DEPARTMENT COMMUNITY SERVICES 090	UNIT RECREATION 0093
CLASSIFICATION	BUDGET 2010-2011	BUDGET 2011-2012
<p data-bbox="381 464 682 491"><u>OPERATING SERVICES</u></p> <p data-bbox="144 522 634 550"><b>5000. MAINTENANCE OF EQUIPMENT</b></p> <p data-bbox="250 554 634 581">5010. Heating &amp; Cooling System</p> <p data-bbox="326 617 483 644"><b>TOTAL 5000</b></p> <p data-bbox="144 711 337 739"><b>GRAND TOTAL</b></p>	<p data-bbox="1065 554 1243 581">\$ <u>2,000</u></p> <p data-bbox="1081 617 1243 644"><u>2,000</u></p> <p data-bbox="1065 711 1243 739">\$ <u><u>566,764</u></u></p>	<p data-bbox="1300 554 1479 581">\$ <u>3,000</u></p> <p data-bbox="1317 617 1479 644"><u>3,000</u></p> <p data-bbox="1300 711 1479 739">\$ <u><u>634,579</u></u></p>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		COMMUNITY SERVICES		RECREATION	
001		090		0093	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Recreation Superintendent		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Recreation Coordinator		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>					
Facility Operator		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Records Specialist		1	1	0	
Secretary		0	0	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 152,127
PART TIME/TEMPORARY					170,000
LONGEVITY					870
OVERTIME					5,000
FRINGE BENEFITS					<u>97,652</u>
GRAND TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	\$ <u>425,649</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		COMMUNITY SERVICES 090	HEALTH & SENIOR SERVICES 0100	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,203,934	\$ 1,158,209
<b>2000. COMMODITIES</b>			131,219	117,850
<b>3000. CONTRACTUAL SERVICES</b>			456,818	450,383
<b>4000. MAINTENANCE - STRUCTURES</b>			1,000	1,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			200	200
<b>6000. MISCELLANEOUS</b>			100	100
<b>SUBTOTAL</b>			<u>1,793,271</u>	<u>1,727,742</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	10,600
<b>SUBTOTAL</b>			<u>0</u>	<u>10,600</u>
<b>TOTAL</b>			<u>\$ 1,793,271</u>	<u>\$ 1,738,342</u>

FUNCTION: This department is concerned with the prevention of disease and promotion of good health and well-being by community effort. Various programs carried out by this department are environmental sanitation, food establishment inspection, vector control, public health laboratory services, public health education, communicable disease control, public health laboratory services, and the maintenance of records on vital statistics such as immunization , and all illness.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Communicable disease reports will be investigated within 8 hours.	95%	100%	100%
MHD patients ages 0-2 will have a 90% compliance rate for up-to-date immunizations.	80%	90%	90%
100% of environmental complaints will be investigated within 48 hours.	90%	100%	100%
100% of food service establishments will be inspected a minimum of 3 times per year.	90%	100%	100%
100% of permitted on site septic systems will be inspected within 72 hours.	100%	100%	100%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 799,225	\$ 768,323
Other Benefits			<u>404,709</u>	<u>389,886</u>
<b>TOTAL 1000</b>			<u>1,203,934</u>	<u>1,158,209</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			10,844	11,000
2020. Educational & Training Supplies			800	800
2115. Minor Furniture & Fixtures			6,000	6,000
2120. Minor Equipment, Instruments & Tools			8,000	8,000
2140. Electrical Parts & Supplies			500	500
2155. Minor Computer Hardware & Peripherals			0	3,000
2160. Computer Software & Supplies			1,500	2,800
2310. Janitorial Supplies			300	300
2320. Medical Supplies			28,000	28,000
2321. TDH Medical Supplies			34,000	44,000
2330. Chemicals & Insecticides			6,650	6,650
2560. Laboratory Supplies			33,000	4,600
2570. Clothing, Dry Goods, Etc.			1,500	2,000
2620. Postage			<u>125</u>	<u>200</u>
<b>TOTAL 2000</b>			<u>131,219</u>	<u>117,850</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			4,000	4,000
3020. Heat & Natural Gas			10,000	10,000
3030. Light & Power			43,000	36,000
3040. Water			3,000	3,000
3210. Hire of Equipment - Garage - Vehicles			36,906	40,993
3212. Equipment Rental - External			2,500	2,500
3220. Advertising			1,000	1,000
3235. Janitorial Services			350	350
3240. Binding, Printing & Reproduction			1,700	2,700
3270. Notary Bonds			100	100
3300. Outside Sanitation Services			2,000	2,000
3350. Bank Services			522	1,300
3360. Special Postage & Express Shipping			2,000	0
3390. Other Special Services			14,000	14,000
3405. Software Maintenance			0	1,500
3450. Consulting Fees			6,600	1,800
3455. Health Care Professionals			27,500	27,500
3510. Travel			12,579	12,579
3520. Dues & Subscriptions			1,200	1,200
3525. Legal & Technical Reference Materials			800	800
3530. Training, Registration Fees, Etc.			5,100	5,100

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		COMMUNITY SERVICES 090	HEALTH & SENIOR SERVICES 0100	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES (continued)</b>				
3540. Educational Assistance			\$ 2,000	\$ 2,000
3920. Rent			1,000	1,000
3985. Community & Senior Services			<u>278,961</u>	<u>278,961</u>
<b>TOTAL 3000</b>			<u>456,818</u>	<u>450,383</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>			<u>1,000</u>	<u>1,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			<u>200</u>	<u>200</u>
<b>TOTAL 5000</b>			<u>200</u>	<u>200</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>100</u>	<u>100</u>
<b>TOTAL 6000</b>			<u>100</u>	<u>100</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8450. Health Equipment			<u>0</u>	<u>10,600</u>
<b>TOTAL 8000</b>			<u>0</u>	<u>10,600</u>
<b>GRAND TOTAL</b>			\$ <u><u>1,793,271</u></u>	\$ <u><u>1,738,342</u></u>



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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		COMMUNITY SERVICES		HEALTH & SENIOR SERVICES	
001		090		0100	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Health/Senior Service Administrator		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>PROFESSIONAL</b>					
Public Health Nurse *		5	5	5	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
<b>TECHNICAL</b>					
Health Inspector		5	5	5	
Immunization Program Educator		1	1	1	
Lab Manager		1	0	0	
Public Health Technician		2	2	2	
TOTAL		<u>9</u>	<u>8</u>	<u>8</u>	
<b>SKILLED CRAFT</b>					
Lab Assistant		1	0	0	
TOTAL		<u>1</u>	<u>0</u>	<u>0</u>	
<b>CLERICAL</b>					
Account Clerk		1	1	1	
Administrative Assistant		1	1	1	
Immunization Clerk *		1	1	1	
Records Specialist *		2	2	2	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
* Seven positions reimbursed by the Texas Department of Health:					
2 Public Health Nurses					
1 Records Specialist					
1 Immunization Clerk					
1 Health Inspector					
1 Public Health Technician					
1 Immunization Program Educator					
BASE SALARIES					\$ 765,670
PART TIME/TEMPORARY					2,653
LONGEVITY					9,831
SPECIAL PAY					12,074
FRINGE BENEFITS					<u>367,981</u>
GRAND TOTAL					\$ <u><u>1,158,209</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		POLICE 110	VCLG PROGRAM 0105	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 47,131	\$ 50,231
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			2,550	2,550
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>49,681</u>	<u>52,781</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>49,681</u></u>	\$ <u><u>52,781</u></u>

FUNCTION: The Victim Crime Liaison office will work to assist eligible victims of crime, guardians of victims, or relatives of deceased victims in obtaining benefits under the Crime Victim Compensation Act. This position is partially funded by a grant from the Texas Attorney General's office and is subject to renewal on a yearly basis.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Number of Victims Served.	1,674	1,300	1,400
Public Awareness Presentation.	7	12	12

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	VCLG PROGRAM 0105	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 31,644	\$ 33,951
Other Benefits			<u>15,487</u>	<u>16,280</u>
<b>TOTAL 1000</b>			<u>47,131</u>	<u>50,231</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3510. Travel			1,600	1,600
3530. Training, Registration Fees, Etc.			<u>950</u>	<u>950</u>
<b>TOTAL 3000</b>			<u>2,550</u>	<u>2,550</u>
<b>GRAND TOTAL</b>			<u>\$ 49,681</u>	<u>\$ 52,781</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		VCLG PROGRAM 0105	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>TECHNICAL</b> Crime Victim Liaison					
TOTAL		<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	<u>1</u> <u>1</u>	
BASE SALARIES					\$ 33,570
LONGEVITY					381
FRINGE BENEFITS					<u>16,280</u>
GRAND TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	\$ <u>50,231</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	AIRPORT POLICE 0107	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 1,238,588	\$ 1,287,888
2000. COMMODITIES			500	500
3000. CONTRACTUAL SERVICES			142,064	133,404
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			500	500
<b>SUBTOTAL</b>			<u>1,381,652</u>	<u>1,422,292</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,381,652</u>	<u>\$ 1,422,292</u>

FUNCTION: The function of the Airport Police is to provide 24 hour security for the Midland International Airport. Officers patrol secured areas of the airport and respond to aircraft alerts. They provide security at the screening checkpoint which ensures the safety of passengers and airport employees. The Airport Police work closely with Airport Operations, Midland Fire Department, US Transportation Safety Administration, US Immigrations and Customs Enforcement, and the Federal Aviation Administration. Additionally, they provide some patrol functions in the recently annexed areas near the airport.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Have two officers on duty during operational hours of the security checkpoint 90% of the time.	100%	100%	100%
Response time to security checkpoint alarms will be 5 minutes or less 95% of the time.	100%	100%	100%

FAA mandated.

**DETAIL**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	AIRPORT POLICE 0107	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 795,384	\$ 863,968
Overtime			6,781	6,781
Other Benefits			<u>436,423</u>	<u>417,139</u>
<b>TOTAL 1000</b>			<u>1,238,588</u>	<u>1,287,888</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			300	300
2120. Minor Equipment, Instruments & Tools			<u>200</u>	<u>200</u>
<b>TOTAL 2000</b>			<u>500</u>	<u>500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			137,814	129,154
3510. Travel			2,550	2,550
3520. Dues & Subscriptions			200	200
3530. Training, Registration Fees, Etc.			<u>1,500</u>	<u>1,500</u>
<b>TOTAL 3000</b>			<u>142,064</u>	<u>133,404</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>500</u>	<u>500</u>
<b>TOTAL 6000</b>			<u>500</u>	<u>500</u>
<b>GRAND TOTAL</b>			\$ <u><u>1,381,652</u></u>	\$ <u><u>1,422,292</u></u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		AIRPORT POLICE 0107	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>SUPERVISORY</b>					
Police Lieutenant		1	1	1	
Police Sergeant		2	2	2	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>POLICE SAFETY</b>					
Police Officer		11	11	11	
TOTAL		<u>11</u>	<u>11</u>	<u>11</u>	
BASE SALARIES					\$ 847,210
LONGEVITY					16,758
CERTIFICATION PAY					18,000
EDUCATION PAY					22,488
SPECIAL PAY					15,442
OVERTIME					6,781
FRINGE BENEFITS					<u>361,209</u>
GRAND TOTAL		<u>14</u>	<u>14</u>	<u>14</u>	\$ <u>1,287,888</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		POLICE 110	SPECIAL OPERATIONS - STEP 0109	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 36,202	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			36,202	0
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			0	0
<b>TOTAL</b>			\$ 36,202	\$ 0

FUNCTION: This division is used to account for the overtime and fringes associated with the STEP program. Base salaries are accounted for in other divisions of the Police Department. The cost of this division is fully reimbursed by the Texas State Department of Highways and Public Transportation.



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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	SPECIAL OPERATIONS-STEP 0109	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Overtime			\$ 27,899	\$ 0
Other Benefits			<u>8,303</u>	<u>0</u>
<b>TOTAL 1000</b>			<u>36,202</u>	<u>0</u>
<b>GRAND TOTAL</b>			\$ <u><u>36,202</u></u>	\$ <u><u>0</u></u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	POLICE ADMINISTRATION 0111	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 986,572	\$ 1,051,907
2000. COMMODITIES			101,643	101,650
3000. CONTRACTUAL SERVICES			181,938	199,671
4000. MAINTENANCE - STRUCTURES			500	500
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>2,200</u>	<u>2,200</u>
SUBTOTAL			<u>1,272,853</u>	<u>1,355,928</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			<u>\$ 1,272,853</u>	<u>\$ 1,355,928</u>

FUNCTION: This bureau is responsible for the administration of the entire department. In addition to those services, the Administrative Services Bureau is responsible for the offices of: Planning and Research; Internal Affairs; Payroll and Accounting and Accreditation. The Accreditation Office was recently restructured and is now managed by a civilian employee.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Maintain compliance with 479 CALEA National Standards.	464	464	479
Sustained Racial Profiling Complaints.	0	0	0

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**DETAIL**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		POLICE ADMINISTRATION 0111	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>1000. PERSONNEL SERVICES</b>					
Salaries				\$ 651,487	\$ 695,479
Overtime				3,771	3,771
Other Benefits				<u>331,314</u>	<u>352,657</u>
<b>TOTAL 1000</b>				<u>986,572</u>	<u>1,051,907</u>
<b>2000. COMMODITIES</b>					
2010. Office Supplies				6,000	6,000
2020. Educational & Training Supplies				1,000	1,000
2115. Minor Furniture & Fixtures				2,000	2,000
2120. Minor Equipment, Instruments & Tools				500	500
2155. Minor Computer Hardware & Peripherals				200	200
2160. Computer Software & Supplies				3,000	3,000
2200. Food				1,200	1,200
2320. Medical Supplies				3,250	3,250
2570. Clothing, Dry Goods, Etc.				<u>84,493</u>	<u>84,500</u>
<b>TOTAL 2000</b>				<u>101,643</u>	<u>101,650</u>
<b>3000. CONTRACTUAL SERVICES</b>					
3210. Hire of Equipment - Garage - Vehicles				60,922	62,655
3212. Equipment Rental - External				26,430	26,430
3230. Laundry & Cleaning				31,000	42,000
3240. Binding, Printing & Reproduction				6,000	6,000
3270. Notary Bonds				800	800
3360. Special Postage & Express Shipping				250	250
3390. Other Special Services				20,000	25,000
3405. Software Maintenance				1,650	1,650
3510. Travel				12,000	12,000
3520. Dues & Subscriptions				2,586	2,586
3525. Legal & Technical Reference Material				2,800	2,800
3530. Training, Registration Fees, Etc.				4,000	4,000
3540. Educational Assistance				<u>13,500</u>	<u>13,500</u>
<b>TOTAL 3000</b>				<u>181,938</u>	<u>199,671</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>					
4010. Buildings & Grounds				<u>500</u>	<u>500</u>
<b>TOTAL 4000</b>				<u>500</u>	<u>500</u>

**DETAIL**

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<b>DETAIL</b>			171
<b>FUND</b>	<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001	POLICE 110	POLICE ADMINISTRATION 0111	
<b>CLASSIFICATION</b>		<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>			
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		\$ <u>2,200</u>	\$ <u>2,200</u>
<b>TOTAL 6000</b>		<u>2,200</u>	<u>2,200</u>
<b>GRAND TOTAL</b>		\$ <u><u>1,272,853</u></u>	\$ <u><u>1,355,928</u></u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		POLICE ADMINISTRATION 0111	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Police Chief		1	1	1	
Accreditation Manager		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
Crime Analysis Technician		1	1	1	
L.E. Planner & Grant Coordinator		1	1	1	
Supply Clerk		1	1	1	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>SUPERVISORY</b>					
Crime Analysis Supervisor		1	1	1	
Police Lieutenant		1	1	1	
Police Sergeant		2	2	2	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Secretary		3	3	3	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	
BASE SALARIES					\$ 692,296
PART TIME/TEMPORARY					3,183
LONGEVITY					13,632
CERTIFICATION PAY					5,400
EDUCATION PAY					6,636
SPECIAL PAY					13,034
CAR ALLOWANCE					7,200
OVERTIME					3,771
FRINGE BENEFITS					<u>306,755</u>
GRAND TOTAL		<u>13</u>	<u>13</u>	<u>13</u>	\$ <u>1,051,907</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	SUPPORT SERVICES 0112	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 2,414,805	\$ 2,585,120
2000. COMMODITIES			106,710	110,210
3000. CONTRACTUAL SERVICES			713,320	707,631
4000. MAINTENANCE - STRUCTURES			2,500	5,000
5000. MAINTENANCE - EQUIPMENT			2,500	3,050
6000. MISCELLANEOUS			<u>1,200</u>	<u>1,200</u>
SUBTOTAL			<u>3,241,035</u>	<u>3,412,211</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>3,241,035</u></u>	\$ <u><u>3,412,211</u></u>

FUNCTION: The Support Services Bureau is responsible for training, personnel and recruiting, community relations, public information, police records, data entry, and property and evidence. Some programs operated by this bureau include: the Cadet Program, Citizen Police Academy, and National Night Out. In addition, this bureau is responsible for liaison between the Police Department and the Communications and Information Systems Division for Police Communication/Computers, and with the Midland County Sheriff's Office for the housing of City prisoners.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Recruitment of new Police Officers:			
Number of applicants tested	104	100	100
Number of hired (based on year tested)	12	18	12
Percentage of officers passing or exceeding 50th percentile of national fitness standard.			
	73%	75%	80%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	SUPPORT SERVICES 0112	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 1,575,432	\$ 1,677,983
Overtime			38,387	38,387
Other Benefits			<u>800,986</u>	<u>868,750</u>
<b>TOTAL 1000</b>			<u>2,414,805</u>	<u>2,585,120</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			19,000	15,000
2020. Educational & Training Supplies			2,000	3,000
2115. Minor Furniture & Fixtures			2,000	2,000
2120. Minor Equipment, Instruments & Tools			9,000	10,250
2140. Electrical Parts & Supplies			250	250
2160. Computer Software & Supplies			4,000	5,800
2170. Welding Supplies			360	360
2200. Food			1,250	1,500
2310. Janitorial Supplies			2,000	2,000
2330. Chemicals & Insecticides			200	400
2540. Ammunition			64,000	65,500
2570. Clothing, Dry Goods, Etc.			2,500	3,500
2640. Safety Supplies & Minor Equipment			<u>150</u>	<u>650</u>
<b>TOTAL 2000</b>			<u>106,710</u>	<u>110,210</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			17,000	13,500
3040. Water			1,500	1,500
3210. Hire of Equipment - Garage - Vehicles			138,065	161,926
3220. Advertising			7,000	4,500
3237. Prisoner Lodging			487,000	469,000
3240. Binding, Printing & Reproduction			1,000	1,000
3260. Credit Bureau Fees			680	680
3360. Special Postage & Express Shipping			250	750
3390. Other Special Services			10,625	10,625
3480. Medical Examinations			13,250	7,000
3510. Travel			15,000	15,000
3520. Dues & Subscriptions			2,000	2,200
3530. Training, Registration Fees, Etc.			8,100	8,100
3540. Education Assistance			8,700	8,700
3990. Other			<u>3,150</u>	<u>3,150</u>
<b>TOTAL 3000</b>			<u>713,320</u>	<u>707,631</u>

**DETAIL**

<b>DETAIL</b>			175
<b>FUND</b>	<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001	POLICE 110	SUPPORT SERVICES 0112	
<b>CLASSIFICATION</b>		<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>			
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Buildings & Grounds		\$ 2,500	\$ 5,000
<b>TOTAL 4000</b>		<u>2,500</u>	<u>5,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>			
5110. Machinery, Tools & Implements		500	1,050
5120. Instruments & Apparatus - Major		<u>2,000</u>	<u>2,000</u>
<b>TOTAL 5000</b>		<u>2,500</u>	<u>3,050</u>
<b>6000. MISCELLANEOUS</b>			
6990. Miscellaneous		<u>1,200</u>	<u>1,200</u>
<b>TOTAL 6000</b>		<u>1,200</u>	<u>1,200</u>
<b>GRAND TOTAL</b>		\$ <u><u>3,241,035</u></u>	\$ <u><u>3,412,211</u></u>



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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL		POLICE		SUPPORT SERVICES	
001		110		0112	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Deputy Police Chief		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Physical Fitness Coordinator		1	0	0	
	TOTAL	<u>1</u>	<u>0</u>	<u>0</u>	
<b>SUPERVISORY</b>					
Police Information Supervisor		1	1	1	
Police Lieutenant		2	2	2	
Police Sergeant		3	3	4	
Property Supervisor		1	1	1	
TRU Supervisor		1	1	1	
	TOTAL	<u>8</u>	<u>8</u>	<u>9</u>	
<b>POLICE SAFETY</b>					
Police Officer		5	5	5	
Police Cadet		6	6	6	
	TOTAL	<u>11</u>	<u>11</u>	<u>11</u>	
<b>OPERATIONS</b>					
Community Service Clerk		8	8	8	
Maintenance Specialist		1	1	1	
Property Clerk		2	2	2	
	TOTAL	<u>11</u>	<u>11</u>	<u>11</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Police Records Supervisor		2	2	2	
Records Technician		8	8	8	
Secretary		1	1	1	
	TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	

# PERSONNEL SCHEDULE

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FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		SUPPORT SERVICES 0112	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
BASE SALARIES					\$ 1,628,063
PART TIME/TEMPORARY					49,920
LONGEVITY					24,123
CERTIFICATION PAY					18,360
EDUCATION PAY					24,096
SPECIAL PAY					15,166
OVERTIME					38,387
FRINGE BENEFITS					807,005
VACANCIES					<u>(20,000)</u>
GRAND TOTAL		<u>44</u>	<u>43</u>	<u>44</u>	\$ <u>2,585,120</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		POLICE 110	FIELD OPERATIONS 0113	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 9,511,290	\$ 9,823,833
<b>2000. COMMODITIES</b>			58,000	53,500
<b>3000. CONTRACTUAL SERVICES</b>			1,964,426	2,310,677
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			9,000	9,000
<b>6000. MISCELLANEOUS</b>			1,600	1,600
<b>SUBTOTAL</b>			<u>11,544,316</u>	<u>12,198,610</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 11,544,316</u>	<u>\$ 12,198,610</u>

**FUNCTION:** The Field Operations Bureau is the department's largest bureau. The bureau's objective is to assist in the creation and implementation of policing procedures that not only combat the criminal element but also eliminate conditions that lead to crime. The bureau's purpose is to provide "first response" to all calls for police service. The bureau is comprised of: the Patrol Division and the Traffic section. Specialized units within the bureau consist of Field Training Office Program, the Explosive Ordinance Detail, Emergency Operations, Bicycle Patrol, the ATV (all-terrain vehicle) Unit, K-9 Unit, and the Gang Suppression Unit. Personnel assigned to the bureau are responsible for police patrol duties, traffic control, accident investigations, initial criminal investigations, handling of explosive devices, emergency operations, training newly graduated police recruits, and car program.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Police Officers will handle calls for service and will reduce the number of repeat calls for service, thereby reducing overall number of calls for service.	70,850	70,350	69,850
Police officers will work all on street accidents each year, and target violation causing accidents with the goal of reducing the number of accidents.	4,130	3,930	3,880

**DETAIL**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	FIELD OPERATIONS 0113	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 6,049,236	\$ 6,323,573
Overtime			183,456	183,456
Other Benefits			<u>3,278,598</u>	<u>3,316,804</u>
<b>TOTAL 1000</b>			<u>9,511,290</u>	<u>9,823,833</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			10,800	10,800
2115. Minor Furniture & Fixtures			2,000	2,000
2120. Minor Equipment, Instruments & Tools			32,500	29,000
2160. Computer Software & Supplies			3,400	3,400
2220. Food			1,000	1,000
2330. Chemicals & Insecticides			300	300
2530. Animal Feed			4,000	5,000
2650. Photographic Supplies			<u>4,000</u>	<u>2,000</u>
<b>TOTAL 2000</b>			<u>58,000</u>	<u>53,500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3113. General Liability, Worker's Compensation Penalty			0	-20,893
3210. Hire of Equipment - Garage - Vehicles			1,588,075	1,949,719
3220. Advertising			500	500
3280. Temporary Help			339,639	339,639
3320. Wrecker Services			1,000	1,000
3405. Software Maintenance			500	500
3460. Veterinary Fees			5,000	5,000
3510. Travel			14,000	15,000
3520. Dues & Subscriptions			1,712	1,637
3530. Training, Registration Fees, Etc.			<u>14,000</u>	<u>18,575</u>
<b>TOTAL 3000</b>			<u>1,964,426</u>	<u>2,310,677</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5120. Instruments & Apparatus - Major			<u>9,000</u>	<u>9,000</u>
<b>TOTAL 5000</b>			<u>9,000</u>	<u>9,000</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>1,600</u>	<u>1,600</u>
<b>TOTAL 6000</b>			<u>1,600</u>	<u>1,600</u>
<b>GRAND TOTAL</b>			<u>\$ 11,544,316</u>	<u>\$ 12,198,610</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		FIELD OPERATIONS 0113	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Deputy Police Chief		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Community Service Officer		3	3	3	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>SUPERVISORY</b>					
Police Lieutenant		4	4	4	
Police Sergeant		17	17	16	
	TOTAL	<u>21</u>	<u>21</u>	<u>20</u>	
<b>POLICE SAFETY</b>					
Police Officer		95	95	94	
	TOTAL	<u>95</u>	<u>95</u>	<u>94</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Secretary		1	1	1	
	TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES					\$ 6,323,573
LONGEVITY					72,291
CERTIFICATION PAY					86,280
EDUCATION PAY					125,700
SPECIAL PAY					82,026
OVERTIME					183,456
FRINGE BENEFITS					2,985,507
VACANCIES					<u>(35,000)</u>
GRAND TOTAL		<u>122</u>	<u>122</u>	<u>120</u>	\$ <u>9,823,833</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		POLICE 110	INVESTIGATIVE SERVICES 0114	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 3,926,003	\$ 4,243,234
2000. COMMODITIES			39,324	41,199
3000. CONTRACTUAL SERVICES			537,087	623,309
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			1,000	1,000
6000. MISCELLANEOUS			1,000	1,000
<b>SUBTOTAL</b>			<u>4,504,414</u>	<u>4,909,742</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 4,504,414</u>	<u>\$ 4,909,742</u>

FUNCTION: The purpose is to investigate all criminal offenses assigned to the various sections within the Bureau. Investigative Service Bureau personnel will initiate and conduct thorough investigations, prepare and execute arrest and/or search warrants, prepare case reports and any other documentation or assignments required to present complete cases to the appropriate prosecuting authority for successful prosecution of defendants. The Investigative Services Bureau gathers and disseminates information concerning criminal activity to other divisions within the Police Department.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Detectives will solve over 40% of the cases assigned for investigation.	42%	45%	47%
Maintain an auto theft clearance rate of 40% or greater.	41%	44%	45%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		POLICE	INVESTIGATIVE SERVICES	
001		110	0114	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 2,440,596	\$ 2,683,540
Overtime			107,795	107,795
Other Benefits			<u>1,377,612</u>	<u>1,451,899</u>
<b>TOTAL 1000</b>			<u>3,926,003</u>	<u>4,243,234</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			13,000	13,000
2020. Educational & Training Supplies			500	500
2115. Minor Furniture & Fixtures			3,000	3,000
2120. Minor Equipment, Instruments & Tools			15,000	15,000
2155. Minor Computer Hardware & Peripherals			2,949	2,949
2160. Computer Software & Supplies			1,225	2,500
2200. Food			0	600
2320. Medical Supplies			650	650
2640. Clothing, Dry Goods, Etc.			2,000	2,000
2650. Photographic Supplies			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 2000</b>			<u>39,324</u>	<u>41,199</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			351,992	437,914
3212. Equipment Rental - External			61,800	61,800
3360. Special Postage & Express Shipping			700	700
3390. Other Special Services			50,000	50,000
3510. Travel			16,500	16,500
3520. Dues & Subscriptions			2,075	2,375
3530. Training, Registration Fees, Etc.			8,000	8,000
3920. Rent			21,660	21,660
3990. Other			<u>24,360</u>	<u>24,360</u>
<b>TOTAL 3000</b>			<u>537,087</u>	<u>623,309</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5120. Instruments & Apparatus - Major			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 5000</b>			<u>1,000</u>	<u>1,000</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 6000</b>			<u>1,000</u>	<u>1,000</u>
<b>GRAND TOTAL</b>			<u>\$ 4,504,414</u>	<u>\$ 4,909,742</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		POLICE 110		INVESTIGATIVE SERVICES 0114	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Deputy Police Chief		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
ID Specialist		4	4	4	
Intelligence Analyst		1	1	1	
	TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	
<b>SUPERVISORY</b>					
ID Supervisor		1	1	1	
Police Lieutenant		2	2	2	
Police Sergeant		5	5	5	
	TOTAL	<u>8</u>	<u>8</u>	<u>8</u>	
<b>POLICE SAFETY</b>					
Police Officer		28	28	29	
	TOTAL	<u>28</u>	<u>28</u>	<u>29</u>	
<b>OPERATIONS</b>					
Community Service Clerk		0	1	1	
	TOTAL	<u>0</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
Secretary		2	2	2	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 2,683,540
LONGEVITY					54,129
CERTIFICATION PAY					60,240
EDUCATION PAY					62,304
SPECIAL PAY					61,575
OVERTIME					107,795
FRINGE BENEFITS					1,233,651
VACANCIES					<u>(20,000)</u>
GRAND TOTAL		<u>45</u>	<u>46</u>	<u>47</u>	\$ <u>4,243,234</u>



**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE 0115	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 12,328,588	\$ 13,731,361
2000. COMMODITIES			216,369	271,219
3000. CONTRACTUAL SERVICES			935,482	1,181,642
4000. MAINTENANCE - STRUCTURES			2,500	2,500
5000. MAINTENANCE - EQUIPMENT			13,000	15,000
6000. MISCELLANEOUS			<u>4,998</u>	<u>0</u>
SUBTOTAL			<u>13,500,937</u>	<u>15,201,722</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>20,700</u>	<u>60,700</u>
SUBTOTAL			<u>20,700</u>	<u>60,700</u>
TOTAL			<u>\$ 13,521,637</u>	<u>\$ 15,262,422</u>

FUNCTION: This department, under the direction of the Fire Chief, is responsible for the protection of life and property, the enforcement of fire ordinances, fire prevention, fire suppression and rescue work. The department answers all fires and related emergency calls within Midland County.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Investigate all complaints within 1 working day.	100%	100%	100%
Achieve average emergency en route time of 1:40.	1:50	1:50	1:40
Complete required monthly training.	100%	100%	100%
Average one pre-fire plan/month for every station.	10/year	12/year	12/year

**DETAIL**

DETAIL				185
FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE 0115	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 8,157,714	\$ 8,995,103
Overtime			242,585	242,585
Other Benefits			3,928,289	4,493,673
TOTAL 1000			12,328,588	13,731,361
2000. COMMODITIES				
2010. Office Supplies			7,000	7,000
2020. Educational & Training Supplies			3,000	3,000
2115. Minor Furniture & Fixtures			25,400	25,400
2120. Minor Equipment, Instruments & Tools			38,000	48,000
2140. Electrical Parts & Supplies			6,471	6,471
2160. Computer Software & Supplies			5,200	5,200
2170. Welding Supplies			100	100
2200. Food			3,000	3,000
2310. Janitorial Supplies			18,000	20,000
2320. Medical Supplies			300	300
2330. Chemicals & Insecticides			7,150	12,000
2520. Botanical & Agricultural			1,148	1,148
2570. Clothing, Dry Goods, Etc.			100,000	139,000
2620. Postage			1,100	100
2640. Safety Supplies & Minor Equipment			500	500
TOTAL 2000			216,369	271,219
3000. CONTRACTUAL SERVICES				
3040. Water			26,000	26,000
3113. General Liability, Workers Compensation Penalty			-5,266	-16,940
3210. Hire of Equipment - Garage - Vehicles			833,503	1,091,627
3212. Equipment Rental - External			5,200	5,200
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			600	600
3230. Laundry & Cleaning			45,000	45,000
3240. Binding, Printing & Reproduction			750	100
3270. Notary Bonds			100	100
3280. Temporary Help			845	845
3370. Grounds maintenance			1,500	1,500
3510. Travel			12,000	12,000
3520. Dues & Subscriptions			1,000	1,000
3530. Training, Registration Fees, Etc.			9,750	9,750
3550. Employee Awards			4,500	4,500
TOTAL 3000			935,482	1,181,642

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE 0115	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 2,500	\$ 2,500
<b>TOTAL 4000</b>			<u>2,500</u>	<u>2,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5020. Furniture, Fixtures & Furnishings			1,000	1,000
5110. Machinery, Tools & Implements			3,000	5,000
5120. Instruments & Apparatus - Major			<u>9,000</u>	<u>9,000</u>
<b>TOTAL 5000</b>			<u>13,000</u>	<u>15,000</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>4,998</u>	<u>0</u>
<b>TOTAL 6000</b>			<u>4,998</u>	<u>0</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8470. Firefighting Equipment			<u>20,700</u>	<u>60,700</u>
<b>TOTAL 8000</b>			<u>20,700</u>	<u>60,700</u>
<b>GRAND TOTAL</b>			\$ <u><u>13,521,637</u></u>	\$ <u><u>15,262,422</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE 0115	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Fire Chief		1	1	1	
Assistant Fire Chief		1	1	1	
Fire Battalion Chief		3	3	3	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
<b>FIRE SAFETY</b>					
Fire Captain		27	27	27	
Fire Driver		48	48	48	
Fire Fighter		84	84	90	
Fire Cadet		6	6	6	
TOTAL		<u>165</u>	<u>165</u>	<u>171</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 8,945,183
PART TIME / TEMPORARY					49,920
LONGEVITY					143,682
CERTIFICATION PAY					189,348
EDUCATION PAY					131,676
SPECIAL PAY					124,940
CAR ALLOWANCE					6,600
OVERTIME					242,585
FRINGE BENEFITS					<u>3,897,427</u>
GRAND TOTAL		<u>171</u>	<u>171</u>	<u>177</u>	\$ <u>13,731,361</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE TRAINING 0116	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 335,288	\$ 370,702
2000. COMMODITIES			34,365	23,555
3000. CONTRACTUAL SERVICES			62,953	77,614
4000. MAINTENANCE - STRUCTURES			5,250	5,250
5000. MAINTENANCE - EQUIPMENT			470	470
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>438,326</u>	<u>477,591</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>438,326</u></u>	\$ <u><u>477,591</u></u>

FUNCTION: This division is under the direction of the Fire Chief, and is responsible for all areas of training for the Fire Department.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
100% of all Midland Fire Department personnel to receive 20 hours of continuing education training.	100%	100%	100%
Offer a minimum of 40 hours of EMS continuing education hours to all EMS personnel.	40 +	40+	40+
100% of all Midland Fire Department personnel maintain or acquire Haz-Mat Tech Certification.	95%	98%	100%
Offer three (3) TCFP certification courses	100%	66%	100%
95% compliancy w/NIMS (100, 200, 300, 700 & 800) for certified personnel	95%	95%	95%

**DETAIL**

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DETAIL				189
FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE TRAINING 0116	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 229,788	\$ 245,800
Other Benefits			<u>105,500</u>	<u>124,902</u>
<b>TOTAL 1000</b>			<u>335,288</u>	<u>370,702</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			1,050	1,050
2020. Educational & Training Supplies			27,810	17,000
2115. Minor Furniture & Fixtures			1,300	1,300
2120. Minor Equipment, Instruments & Tools			2,385	2,385
2150. Fuel Supplies			1,150	1,150
2310. Janitorial Supplies			<u>670</u>	<u>670</u>
<b>TOTAL 2000</b>			<u>34,365</u>	<u>23,555</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			27,738	32,143
3212. Equipment Rental - External			11,700	2,950
3213. Hire of Equipment - Technology Fund			0	360
3310. Exterminator			1,000	1,000
3370. Grounds Maintenance			1,160	1,160
3390. Other Special Services			11,375	21,271
3510. Travel			5,360	5,360
3520. Dues & Subscriptions			900	9,650
3530. Training, Registration Fees, Etc.			<u>3,720</u>	<u>3,720</u>
<b>TOTAL 3000</b>			<u>62,953</u>	<u>77,614</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Building & Grounds			<u>5,250</u>	<u>5,250</u>
<b>TOTAL 4000</b>			<u>5,250</u>	<u>5,250</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			320	320
5120. Instruments & Apparatus - Major			<u>150</u>	<u>150</u>
<b>TOTAL 5000</b>			<u>470</u>	<u>470</u>
<b>GRAND TOTAL</b>			\$ <u>438,326</u>	\$ <u>477,591</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE TRAINING 0116	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Fire Training Chief		1	1	1	
District Chief		2	2	2	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Secretary		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 245,800
LONGEVITY					5,415
CERTIFICATION PAY					4,320
EDUCATION PAY					4,992
SPECIAL PAY					7,363
FRINGE BENEFITS					<u>102,812</u>
GRAND TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	\$ <u>370,702</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	FIRE PREVENTION 0119	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 709,550	\$ 791,622
2000. COMMODITIES			45,990	51,690
3000. CONTRACTUAL SERVICES			71,554	101,516
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			1,000	500
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>828,094</u>	<u>945,328</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>828,094</u></u>	\$ <u><u>945,328</u></u>

FUNCTION: This division is under the direction of the Fire Chief, and is headed up by the Fire Marshal. The division is responsible for all fire prevention activities as well as fire investigations and building code inspections.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Maintain or increase the number to fire inspections with regular inspections and target hazards.	6,238	6,100	6,500
Maintain or increase the number of individuals contacted through public education programs.	9,203	10,000	10,250
Through ongoing fire prevention we will continue to reduce the occurrence of fires within the City of Midland.	381	360	350



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**DETAIL**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE PREVENTION 0119	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>1000. PERSONNEL SERVICES</b>					
Salaries				\$ 468,180	\$ 520,274
Overtime				8,379	8,379
Other Benefits				<u>232,991</u>	<u>262,969</u>
<b>TOTAL 1000</b>				<u>709,550</u>	<u>791,622</u>
<b>2000. COMMODITIES</b>					
2010. Office Supplies				1,000	1,000
2020. Educational & Training Supplies				6,800	7,500
2115. Minor Furniture & Fixtures				1,370	1,370
2120. Minor Equipment, Instruments & Tools				1,000	1,000
2160. Computer Software & Supplies				1,220	1,220
2540. Ammunition				2,000	2,000
2550. Fire Marshal Supplies				2,500	2,500
2570. Clothing, Dry goods, Etc.				30,000	35,000
2620. Postage				<u>100</u>	<u>100</u>
<b>TOTAL 2000</b>				<u>45,990</u>	<u>51,690</u>
<b>3000. CONTRACTUAL SERVICES</b>					
3210. Hire of Equipment - Garage - Vehicles				61,304	69,766
3240. Binding, Printing & Reproduction				250	250
3390. Other Special Services				0	20,000
3510. Travel				5,500	6,500
3520. Dues & Subscriptions				1,500	2,000
3530. Training, Registration Fees, Etc.				<u>3,000</u>	<u>3,000</u>
<b>TOTAL 3000</b>				<u>71,554</u>	<u>101,516</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>					
5120. Instruments & Apparatus - Major				<u>1,000</u>	<u>500</u>
<b>TOTAL 5000</b>				<u>1,000</u>	<u>500</u>
<b>GRAND TOTAL</b>				<u>\$ 828,094</u>	<u>\$ 945,328</u>

**PERSONNEL SCHEDULE**

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FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		FIRE PREVENTION 0119	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Assistant Fire Chief		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>FIRE SAFETY</b>					
Assistant Fire Marshall		<u>1</u>	<u>1</u>	<u>1</u>	
Fire Inspector		<u>5</u>	<u>5</u>	<u>5</u>	
	TOTAL	<u>6</u>	<u>6</u>	<u>6</u>	
<b>CLERICAL</b>					
Secretary		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 520,274
LONGEVITY					8,943
CERTIFICATION PAY					10,080
EDUCATION PAY					10,716
SPECIAL PAY					10,944
OVERTIME					8,379
FRINGE BENEFITS					<u>222,286</u>
GRAND TOTAL		<u>8</u>	<u>8</u>	<u>8</u>	\$ <u>791,622</u>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MEDICAL 0120	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 1,000,883	\$ 1,039,259
2000. COMMODITIES			62,200	59,250
3000. CONTRACTUAL SERVICES			468,722	562,662
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			20,850	25,950
6000. MISCELLANEOUS			<u>2,210</u>	<u>500</u>
SUBTOTAL			<u>1,554,865</u>	<u>1,687,621</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>1,554,865</u></u>	\$ <u><u>1,687,621</u></u>

FUNCTION: This division is under the direction of the Fire Chief, and operates the six ambulances stationed at the fire stations.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Limit critical patient on-scene time to 20 minutes or less, 90% of the time.	98%	98%	90%
Achieve an average 4 minute response time to all in district EMS calls, 90% of the time.	30%	40%	90%
Reduce average county EMS response time to 9 minutes or less, 90% of the time.	31%	40%	90%

**DETAIL**

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DETAIL				195
FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MEDICAL 0120	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 169,800	\$ 180,017
Overtime			12,413	12,413
Other Benefits			<u>818,670</u>	<u>846,829</u>
TOTAL 1000			<u>1,000,883</u>	<u>1,039,259</u>
2000. COMMODITIES				
2020. Educational & Training Supplies			3,500	3,500
2120. Minor Equipment, Instruments & Tools			7,150	7,150
2160. Computer Software & Supplies			300	300
2170. Welding Supplies			300	300
2320. Medical Supplies			47,000	47,000
2570. Clothing, Dry Goods, Etc.			<u>3,950</u>	<u>1,000</u>
TOTAL 2000			<u>62,200</u>	<u>59,250</u>
3000. CONTRACTUAL SERVICES				
3210. Hire of Equipment - Garage - Vehicles			256,137	305,677
3240. Printing			300	300
3250. Billing and Collection Fees			126,000	170,000
3390. Other Special Services			18,000	18,000
3480. Medical Examinations			43,000	43,000
3510. Travel			7,610	7,610
3520. Dues & Subscriptions			950	1,350
3530. Training, Registration Fees, Etc.			12,025	12,025
3540. Educational Assistance			<u>4,700</u>	<u>4,700</u>
TOTAL 3000			<u>468,722</u>	<u>562,662</u>
5000. MAINTENANCE OF EQUIPMENT				
5110. Machinery, Tools & Implements			5,650	5,650
5120. Instruments & Apparatus - Major			<u>15,200</u>	<u>20,300</u>
TOTAL 5000			<u>20,850</u>	<u>25,950</u>
6000. MISCELLANEOUS				
6010. Medical Expense			<u>2,210</u>	<u>500</u>
TOTAL 6000			<u>2,210</u>	<u>500</u>
GRAND TOTAL			\$ <u>1,554,865</u>	\$ <u>1,687,621</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		EMERGENCY MEDICAL 0120	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Assistant Fire Chief		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Fire Information & Records Coord.		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>CLERICAL</b>					
Secretary		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 180,017
LONGEVITY					4,083
CERTIFICATION PAY					1,440
EMS CERTIFICATION PAY					619,500
EDUCATION PAY					3,000
SPECIAL PAY					2,210
CAR ALLOWANCE					1,920
OVERTIME					12,413
FRINGE BENEFITS					<u>214,676</u>
GRAND TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	\$ <u>1,039,259</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	AIRPORT FIRE 0122	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 1,159,153	\$ 1,249,140
2000. COMMODITIES			17,954	24,954
3000. CONTRACTUAL SERVICES			86,019	103,608
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
<b>SUBTOTAL</b>			<u>1,263,126</u>	<u>1,377,702</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,263,126</u>	<u>\$ 1,377,702</u>

FUNCTION: This division is responsible for all fire and crash rescue service at the Airport.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Achieve 1,885 training hours for assigned and core relief.	1,900	1,900	1,900
Perform bunker drills monthly in under 90 seconds.	100%	100%	100%
Complete 45 simulated alerts yearly.	45	45	45
Complete required monthly training.	100%	100%	100%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	AIRPORT FIRE 0122	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 751,104	\$ 807,917
Overtime			24,335	24,335
Other Benefits			<u>383,714</u>	<u>416,888</u>
<b>TOTAL 1000</b>			<u>1,159,153</u>	<u>1,249,140</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			150	150
2020. Educational & Training Supplies			1,500	0
2115. Minor Furniture & Fixtures			1,000	0
2120. Minor Equipment, Instruments & Tools			1,500	1,500
2330. Chemicals & Insecticides			5,500	15,000
2570. Clothing, Dry Goods, Etc.			<u>8,304</u>	<u>8,304</u>
<b>TOTAL 2000</b>			<u>17,954</u>	<u>24,954</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3210. Hire of Equipment - Garage - Vehicles			75,869	92,508
3510. Travel			3,000	4,100
3520. Dues & Subscriptions			150	0
3530. Training, Registration Fees, Etc.			<u>7,000</u>	<u>7,000</u>
<b>TOTAL 3000</b>			<u>86,019</u>	<u>103,608</u>
<b>GRAND TOTAL</b>			<u>\$ 1,263,126</u>	<u>\$ 1,377,702</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GENERAL 001		FIRE 115		AIRPORT FIRE 0122	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
District Chief		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>FIRE SAFETY</b>					
Fire Captain		3	3	3	
Fire Driver		9	9	9	
TOTAL		<u>12</u>	<u>12</u>	<u>12</u>	
BASE SALARIES					\$ 807,917
LONGEVITY					22,236
CERTIFICATION PAY					18,000
EDUCATION PAY					15,060
SPECIAL PAY					23,239
CAR ALLOWANCE					3,752
OVERTIME					24,335
FRINGE BENEFITS					<u>334,601</u>
GRAND TOTAL		<u>13</u>	<u>13</u>	<u>13</u>	\$ <u>1,249,140</u>



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**SUMMARY**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MANAGEMENT 0125	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			18,310	15,660
3000. CONTRACTUAL SERVICES			28,056	30,392
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			21,875	2,100
6000. MISCELLANEOUS			<u>5,500</u>	<u>0</u>
SUBTOTAL			<u>73,741</u>	<u>48,152</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>112,500</u>
SUBTOTAL			<u>0</u>	<u>112,500</u>
TOTAL			\$ <u><u>73,741</u></u>	\$ <u><u>160,652</u></u>

**FUNCTION:** This division is under the Fire Chief. It is responsible for coordinating all the components of the emergency management system in the jurisdiction. These components consist of fire and police, emergency medical service, public works, volunteers, and other groups contributing to the management of emergencies. This division is to make certain that the components on the emergency management system know the threats to the jurisdiction, plan for emergencies, can operate effectively in an emergency, and can conduct recovery operations after a disaster.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Offer a minimum of 24 hours of Hazardous Materials continuing education training to all certified personnel.	60 in house 64 TEEEX	104 TEEEX 24 Radiological	30 in house 64 TEEEX
Plan, coordinate and conduct at least one full-scale or two table top Hazardous Materials drills yearly.	Continuation of of Action	Continuation of Action	Continuation of Action
To develop and deliver a public emergency awareness program.	Continuation of Program	Continuation of Program	Continuation of Program

**DETAIL**

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FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MANAGEMENT 0125	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2010. Office Supplies			\$ 800	\$ 800
2020. Educational & Training Supplies			2,400	1,500
2115. Minor Furniture and Fixtures			500	500
2120. Minor Equipment, Instruments & Tools			8,800	8,800
2155. Minor Computer Hardware & Peripherals			1,100	1,100
2160. Computer Software and Supplies			1,000	1,000
2200. Food			300	300
2210. Water			220	0
2320. Medical Supplies			660	330
2330. Chemicals			2,200	1,000
2560. Lab Fees			55	55
2620. Postage			55	55
2640. Safety Supplies & Minor Equipment			220	220
<b>TOTAL 2000</b>			<u>18,310</u>	<u>15,660</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			6,370	8,266
3030. Light & Power			3,100	3,300
3240. Binding, Printing & Reproduction			200	200
3390. Other Special Services			1,000	1,000
3510. Travel			5,150	5,850
3520. Dues & Subscriptions			10,160	10,160
3530. Training, Registration Fees, Etc.			1,416	1,616
3550. Employee Awards			660	0
<b>TOTAL 3000</b>			<u>28,056</u>	<u>30,392</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			1,100	1,100
5120. Instruments & Apparatus - Major			20,775	1,000
<b>TOTAL 5000</b>			<u>21,875</u>	<u>2,100</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			5,500	0
<b>TOTAL 6000</b>			<u>5,500</u>	<u>0</u>

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		FIRE 115	EMERGENCY MANAGEMENT 0125	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u><b>CAPITAL OUTLAY</b></u>				
<b>8000. EQUIPMENT</b>				
8530. Other Equipment			<u>0</u>	<u>112,500</u>
<b>TOTAL 8000</b>			<u>0</u>	<u>112,500</u>
<b>GRAND TOTAL</b>			\$ <u><u>73,741</u></u>	\$ <u><u>160,652</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		NONDEPARTMENTAL 150	NONDEPARTMENTAL 0150	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ -480,999	\$ -136,166
2000. COMMODITIES			84,500	84,500
3000. CONTRACTUAL SERVICES			1,424,829	1,450,681
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>711,496</u>	<u>303,802</u>
<b>SUBTOTAL</b>			<u>1,739,826</u>	<u>1,702,817</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			100,000	100,000
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>100,000</u>	<u>100,000</u>
<b>TOTAL</b>			\$ <u><u>1,839,826</u></u>	\$ <u><u>1,802,817</u></u>

FUNCTION: This division was established to account for all expenditure items that are not found exclusively within the functional responsibilities of any one General Fund department. The costs cover a broad range of expenditures associated with general city operations.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL		NONDEPARTMENTAL	NONDEPARTMENTAL	
001		150	0150	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 98,020	\$ 48,311
Other Benefits			<u>-579,019</u>	<u>-184,477</u>
<b>TOTAL 1000</b>			<u>-480,999</u>	<u>-136,166</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			500	500
2620. Postage			<u>84,000</u>	<u>84,000</u>
<b>TOTAL 2000</b>			<u>84,500</u>	<u>84,500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			650,000	720,000
3110. Insurance - External			128,698	131,622
3112. General Liability Self-Insurance			182,010	203,843
3121. City Share - Retiree Insurance			411,178	431,737
3125. Workers Compensation			-333,071	-429,218
3213. Hire of Equipment - Technology			13,014	0
3220. Advertising			15,000	9,000
3240. Binding, Printing & Reproduction			7,500	8,500
3390. Other Special Services			0	4,000
3450. Consulting Fees			73,000	73,000
3520. Dues & Subscriptions			20,000	20,000
3550. Employee Awards			10,000	15,000
3904. MOUTD			235,000	250,000
3990. Other			<u>12,500</u>	<u>13,197</u>
<b>TOTAL 3000</b>			<u>1,424,829</u>	<u>1,450,681</u>
<b>6000. MISCELLANEOUS</b>				
6050. Mental Health, Mental Retardation			66,402	66,402
6055. Teen Court			27,500	27,500
6165. Hispanic Chamber of Commerce			100,000	0
6176. Crime Stoppers			19,000	19,000
6183. Small Business Development Center			50,000	60,000
6882. Recruitment Fees & Expenses			12,000	12,000
6884. Leadership Development Expense			15,000	15,000
6889. Sports Complex			3,900	3,900
6990. Miscellaneous			<u>417,694</u>	<u>100,000</u>
<b>TOTAL 6000</b>			<u>711,496</u>	<u>303,802</u>

**DETAIL**

FUND		DEPARTMENT	UNIT	
GENERAL 001		NONDEPARTMENTAL 150	NONDEPARTMENTAL 0150	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u><b>CAPITAL OUTLAY</b></u>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7020. Buildings			<u>100,000</u>	<u>100,000</u>
<b>TOTAL 7000</b>			<u>100,000</u>	<u>100,000</u>
<b>GRAND TOTAL</b>			\$ <u><u>1,839,826</u></u>	\$ <u><u>1,802,817</u></u>

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**PERSONNEL SCHEDULE**

FUND GENERAL 001		DEPARTMENT NONDEPARTMENTAL 150		UNIT NONDEPARTMENTAL 0150	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Public Information Officer		<u>1</u>	<u>1</u>	<u>0</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>0</u>	
<b>CLERICAL</b>					
Receptionist		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 23,311
LONGEVITY					36
PART TIME/TEMPORARY					25,000
FRINGE BENEFITS					15,487
VACANCIES					<u>(200,000)</u>
GRAND TOTAL		<u>2</u>	<u>2</u>	<u>1</u>	\$ <u>(136,166)</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GENERAL 001		NONDEPARTMENTAL 150	INTERFUND TRANSFER 0199	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>1,185,887</u>	<u>812,063</u>
<b>SUBTOTAL</b>			<u>1,185,887</u>	<u>812,063</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>1,185,887</u></u>	\$ <u><u>812,063</u></u>

FUNCTION: This division accounts for the transfers from the General Fund to other funds to support activities that those funds cannot fully support.



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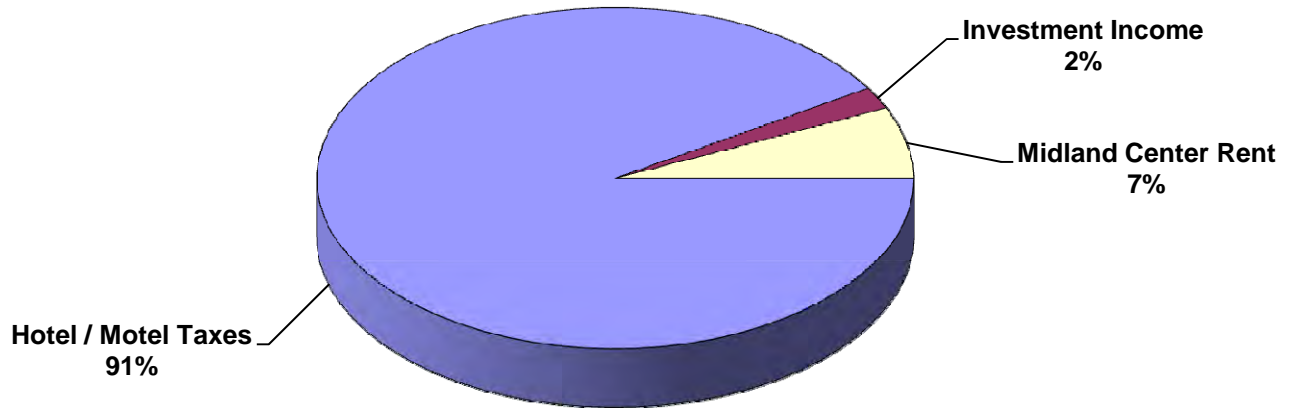
**DETAIL**

FUND GENERAL 001	DEPARTMENT NONDEPARTMENTAL 150	UNIT INTERFUND TRANSFER 0199	
CLASSIFICATION		BUDGET 2010-2011	BUDGET 2011-2012
<p data-bbox="381 464 680 491"><u>OPERATING SERVICES</u></p> <p data-bbox="144 525 456 552"><b>6000. MISCELLANEOUS</b></p> <p data-bbox="251 554 646 581">6299. General Construction Fund</p> <p data-bbox="251 583 660 611">6378. Scharbauer Sports Complex</p> <p data-bbox="326 644 482 672"><b>TOTAL 6000</b></p> <p data-bbox="144 741 336 768"><b>GRAND TOTAL</b></p>		<p data-bbox="1065 554 1240 581">\$ 599,639</p> <p data-bbox="1081 583 1240 611"><u>586,248</u></p> <p data-bbox="1081 644 1240 672"><u>1,185,887</u></p> <p data-bbox="1065 741 1240 768">\$ <u><u>1,185,887</u></u></p>	<p data-bbox="1300 554 1476 581">\$ 296,960</p> <p data-bbox="1317 583 1476 611"><u>515,103</u></p> <p data-bbox="1317 644 1476 672"><u>812,063</u></p> <p data-bbox="1300 741 1476 768">\$ <u><u>812,063</u></u></p>

**SECTION IV**

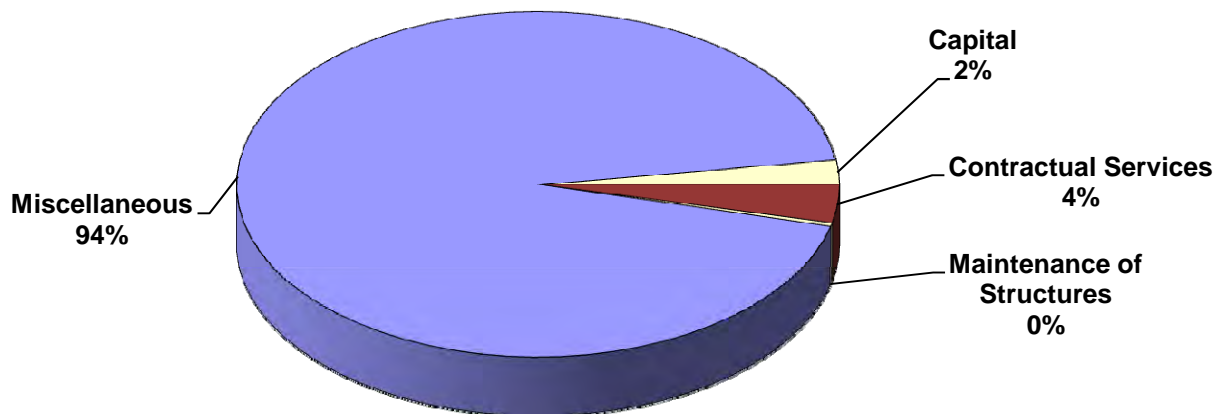
**HOTEL/MOTEL FUND**

Hotel / Motel Fund Revenues  
As Budgeted For Fiscal Year 2012



\$2,655,000

Hotel / Motel Fund Expenditures / Expenses  
As Budgeted For Fiscal Year 2011



\$1,983,849

# HOTEL/MOTEL FUND REVENUE AND RECEIPTS

	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>REVENUE AND RECEIPTS</b>			
Hotel/Motel Occupancy Tax	\$ 2,165,862	\$ 2,200,000	\$ 2,600,000
Interest	55,029	36,000	55,000
Midland Center Rental	186,459	180,000	0
Net Increase in Fair Value of Investment	2,728	0	0
Interfund Transfers	<u>38,725</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 2,448,803</u>	<u>\$ 2,416,000</u>	<u>\$ 2,655,000</u>

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**HOTEL/MOTEL FUND**  
**SUMMARY OF EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0199 Administration - Interfund Transfer	\$ 100,000	\$ 0	\$ 0
0690 Administration - Hotel/Motel	1,400,570	1,306,431	1,466,264
0691 Administration - Midland Center - Centennial Plaza	<u>460,026</u>	<u>677,418</u>	<u>699,614</u>
<b>Total</b>	\$ <u><u>1,960,596</u></u>	\$ <u><u>1,983,849</u></u>	\$ <u><u>2,165,878</u></u>

**HOTEL/MOTEL FUND  
SUMMARY OF EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 0	0.000%
2000. COMMODITIES	0	0.000%
3000. CONTRACTUAL SERVICES	77,154	3.562%
4000. MAINTENANCE - STRUCTURES	7,000	0.323%
5000. MAINTENANCE - EQUIPMENT	0	0.000%
6000. MISCELLANEOUS	<u>2,031,724</u>	<u>93.806%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>2,115,878</u>	<u>97.691%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	50,000	2.309%
8000. EQUIPMENT	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>50,000</u>	<u>2.309%</u>
<b>GRAND TOTAL</b>	<u>\$ 2,165,878</u>	<u>100.000%</u>

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**SUMMARY**

FUND HOTEL/MOTEL 090		DEPARTMENT ADMINISTRATION 005	UNIT HOTEL/MOTEL 0690	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			13,731	12,340
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>1,292,700</u>	<u>1,453,924</u>
SUBTOTAL			<u>1,306,431</u>	<u>1,466,264</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>1,306,431</u></u>	\$ <u><u>1,466,264</u></u>

FUNCTION: These are the allocations made from the Hotel/Motel Tax to various agencies.

**DETAIL**

FUND		DEPARTMENT	UNIT	
HOTEL/MOTEL		ADMINISTRATION	HOTEL/MOTEL	
090		005	0690	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3110. Insurance-External			\$ 3,517	\$ 1,659
3112. General Liability Self-Insurance			8,464	9,081
3440. External Audit Fees			<u>1,750</u>	<u>1,600</u>
<b>TOTAL 3000</b>			<u>13,731</u>	<u>12,340</u>
<b>6000. MISCELLANEOUS</b>				
6130. Convention Bureau			856,000	0
6167. Hispanic Chamber			15,000	0
6170. Midland Arts Assembly			105,000	0
6173. Museum of the Southwest			15,000	0
6177. Confederate Air Force			50,000	0
6178. City of Midland Swim Team			22,000	0
6179. Midland Community Theater			25,000	0
6180. Midland Soccer Association			13,000	0
6186. Midland Rockhounds			17,000	0
6187. Midland Softball Association			69,100	0
6191. Petroleum Museum			13,000	0
6195. Rock the Desert			50,000	0
6197. President G. W. Bush Home			5,000	0
6202. General Fund Services			25,600	0
6990. Miscellaneous			<u>12,000</u>	<u>1,453,924</u>
<b>TOTAL 6000</b>			<u>1,292,700</u>	<u>1,453,924</u>
<b>GRAND TOTAL</b>			<u>\$ 1,306,431</u>	<u>\$ 1,466,264</u>



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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
HOTEL/MOTEL		ADMINISTRATION	MIDLAND CNTR/CENTENNIAL	
090		005	0691	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 0	\$ 0
<b>2000. COMMODITIES</b>			0	0
<b>3000. CONTRACTUAL SERVICES</b>			64,418	64,814
<b>4000. MAINTENANCE - STRUCTURES</b>			7,000	7,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			<u>556,000</u>	<u>577,800</u>
<b>SUBTOTAL</b>			<u>627,418</u>	<u>649,614</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			50,000	50,000
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>50,000</u>	<u>50,000</u>
<b>TOTAL</b>			\$ <u><u>677,418</u></u>	\$ <u><u>699,614</u></u>

FUNCTION: This division captures the cost of operating Midland Center and Centennial Plaza.

**DETAIL**

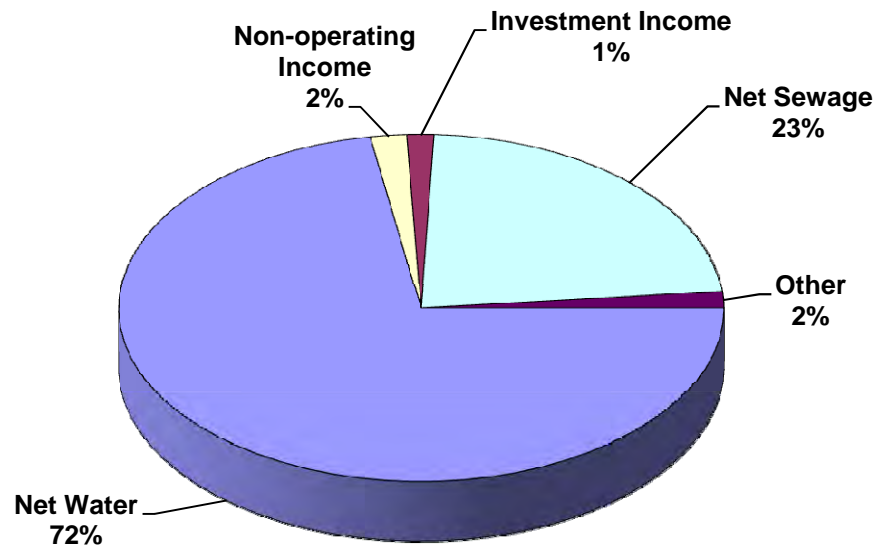
DETAIL				217
FUND		DEPARTMENT	UNIT	
HOTEL/MOTEL 090		ADMINISTRATION 005	MIDLAND CNTR/CENTENNIAL 0691	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			\$ 50,000	\$ 50,000
3040. Water			5,000	5,000
3210. Hire of Equipment - Garage - Vehicles			1,772	2,168
3375. Maintenance of HVAC Equipment			<u>7,646</u>	<u>7,646</u>
<b>TOTAL 3000</b>			<u>64,418</u>	<u>64,814</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			<u>7,000</u>	<u>7,000</u>
<b>TOTAL 4000</b>			<u>7,000</u>	<u>7,000</u>
<b>6000. MISCELLANEOUS</b>				
6120 Midland Center			<u>556,000</u>	<u>577,800</u>
<b>TOTAL 6000</b>			<u>556,000</u>	<u>577,800</u>
<u>CAPITAL OUTLAY</u>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7020. Buildings			<u>50,000</u>	<u>50,000</u>
<b>TOTAL 7000</b>			<u>50,000</u>	<u>50,000</u>
<b>GRAND TOTAL</b>			<u>\$ 677,418</u>	<u>\$ 699,614</u>



**SECTION V**

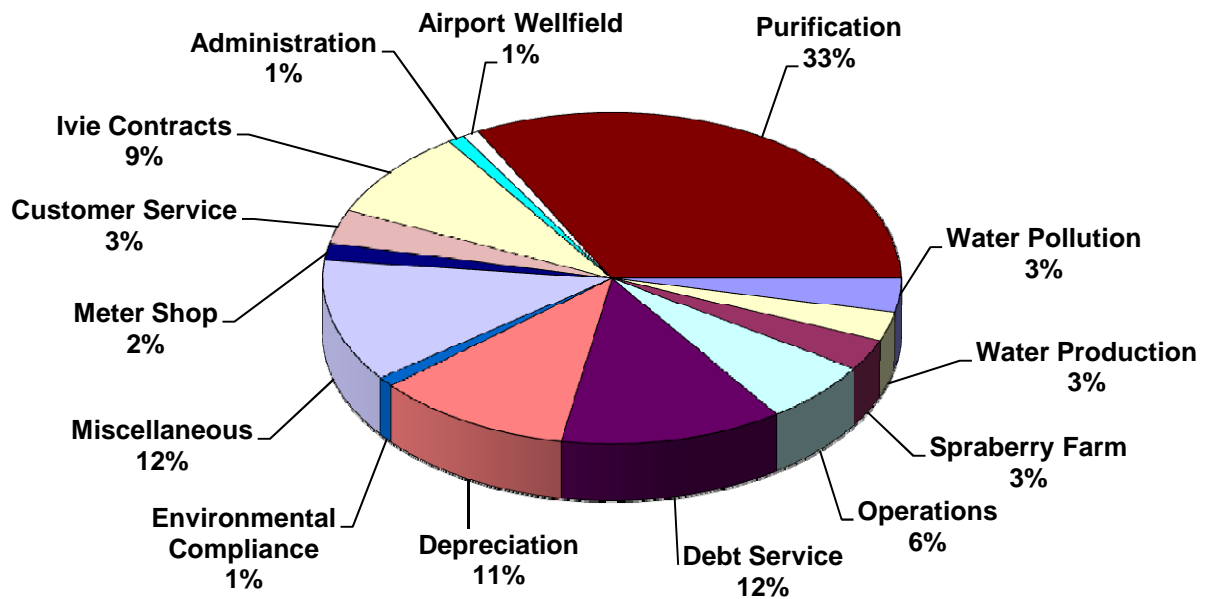
**WATER & SEWER FUND**

### Water & Sewer Fund Revenues As Budgeted For Fiscal Year 2012



\$42,905,400

### Water & Sewer Fund Expenses As Budgeted For Fiscal Year 2012



\$48,071,027

# **WATER AND SEWER FUND REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>INTERFUND CHARGES</b>			
Sanitation Fund	\$ 10,000	\$ 10,000	\$ 0
Total Interfund Charges	10,000	10,000	0
<b>RENTALS</b>			
Sewer Farm	58,851	76,600	76,600
Warehouse Building	1,600	1,600	1,600
Miscellaneous Rentals	55,175	48,000	55,000
Total Rentals	115,626	126,200	133,200
<b>WATER &amp; SEWER SERVICES</b>			
Water Sales	29,139,981	32,082,500	30,750,000
Sewer Charges	9,216,208	9,276,250	9,700,000
Pro Rata	0	25,000	0
Water Tap Fees	116,175	125,000	132,000
Sewer Tap Fees	82,625	95,000	90,000
Service Charges	73,104	95,000	75,000
Water Application Fees	49,320	50,000	50,000
Penalties	338,003	320,000	350,000
Farm Crop	7,187	15,000	15,000
Uncollectible	(75,000)	(75,000)	0
Miscellaneous	61,803	50,000	60,000
Total Water and Sewer Services	39,009,406	42,058,750	41,222,000
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	662,708	500,000	600,000
Interest - Non pooled	29,767	25,000	17,000
Reimbursement of Budgeted Expenses	0	0	0
Unclassified	800	200	200
Sale of Right-of-Way	148,419	70,000	70,000
Gain/Loss on Sale of Fixed Assets	4,250	0	0
TEXCAP Reserve Interest	0	0	0
Oil and Gas Royalty	695,539	700,000	740,000
Legal Filing Fees Reimbursement	3,109	3,000	3,000
Net Increase in Fair Value of Investment	20,874	0	0
Recovery of Damages to City Property	24,332	20,000	20,000
Contributions	1,045,262	50,000	100,000
Operating Transfers In	2,167,757	0	0
Total Nonoperating and Other Revenue	4,802,817	1,368,200	1,550,200
<b>TOTAL REVENUE AND RECEIPTS</b>	<b>\$ 43,937,849</b>	<b>\$ 43,563,150</b>	<b>\$ 42,905,400</b>

**WATER AND SEWER FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

<b>Org. No.</b>	<b>ORGANIZATION</b>	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
0300	Utilities - Utilities Administration	\$ 411,396	\$ 441,437	\$ 455,008
0301	Utilities - Environmental Compliance	704,622	727,103	459,449
0305	Utilities - Paul Davis Well Field Operations	1,188,900	1,258,778	1,366,131
0306	Utilities - Airport Well Field & Tower Operations	262,667	445,410	451,881
0310	Utilities - Water Pollution Control Plant	1,176,221	1,229,439	1,587,316
0315	Utilities - Spraberry Farm	1,212,912	1,513,813	1,453,082
0320	Utilities - Water Purification Plant	11,640,615	15,395,862	15,695,959
0325	Utilities - Nondepartmental	12,597,837	13,983,753	13,912,536
0335	Utilities - Water & Wastewater Maintenance	2,575,919	2,830,880	2,947,908
0339	Utilities - Interfund Transfer	9,946,133	9,488,955	7,364,554
0340	Finance - Meter Shop	684,055	773,435	785,336
0345	Finance - Customer Service	1,559,146	1,542,545	1,591,867
	<b>Total</b>	<u>\$ 43,960,423</u>	<u>\$ 49,631,410</u>	<u>\$ 48,071,027</u>

**WATER AND SEWER FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 6,103,045	12.696%
<b>2000. COMMODITIES</b>	1,806,756	3.759%
<b>3000. CONTRACTUAL SERVICES</b>	22,580,124	46.972%
<b>4000. MAINTENANCE - STRUCTURES</b>	387,498	0.806%
<b>5000. MAINTENANCE - EQUIPMENT</b>	451,868	0.940%
<b>6000. MISCELLANEOUS</b>	<u>16,478,208</u>	<u>34.279%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>47,807,499</u>	<u>99.452%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	25,000	0.052%
<b>8000. EQUIPMENT</b>	<u>238,528</u>	<u>0.496%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>263,528</u>	<u>0.548%</u>
<b>GRAND TOTAL</b>	\$ <u><u>48,071,027</u></u>	<u><u>100.000%</u></u>



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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
WATER & SEWER		UTILITIES	UTILITIES ADMINISTRATION	
300		300	0300	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 373,337	\$ 386,308
<b>2000. COMMODITIES</b>			4,350	4,200
<b>3000. CONTRACTUAL SERVICES</b>			63,750	64,500
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			0	0
<b>SUBTOTAL</b>			<u>441,437</u>	<u>455,008</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			0	0
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 441,437</u>	<u>\$ 455,008</u>

FUNCTION: Personnel of the administrative division are responsible for the direction, supervision, and management of the following organizations within the Utilities Department: Water & Wastewater Operations, Paul Davis Well Field, Airport Well Field and Towers, Water Pollution Control Plant, Spraberry Farm, Water Purification Plant, Water & Wastewater Maintenance, Solid Waste Management and Landfill Divisions. Four Superintendents head these divisions.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Respond to citizen calls the same working day.	290 of 300	290 of 300	290 of 300
Resolve problem within 48 hours.	46 of 50	48 of 50	48 of 50
Complete a project with another department.	1	2	2

**DETAIL**

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DETAIL				225
FUND		DEPARTMENT		UNIT
WATER & SEWER 300		UTILITIES 300		UTILITIES ADMINISTRATION 0300
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 259,056	\$ 274,438
Other Benefits			<u>114,281</u>	<u>111,870</u>
TOTAL 1000			<u>373,337</u>	<u>386,308</u>
2000. COMMODITIES				
2010. Office Supplies			2,200	2,200
2020. Educational & Training Supplies			200	200
2120. Minor Equipment, Instruments & Tools			400	400
2155. Minor Computer Hardware & Peripherals			500	500
2160. Computer Software & Supplies			450	450
2220. Food			<u>600</u>	<u>450</u>
TOTAL 2000			<u>4,350</u>	<u>4,200</u>
3000. CONTRACTUAL SERVICES				
3212. Equipment Rent - External			1,450	1,450
3220. Advertising			1,100	1,100
3240. Binding, Printing & Reproduction			150	1,100
3360. Special Postage & Express Shipping			500	500
3405. Software Maintenance			8,500	8,500
3450. Consulting Fees			35,000	35,000
3510. Travel			4,300	4,900
3520. Dues & Subscriptions			7,000	7,000
3530. Training, Registration Fees, Etc.			2,800	2,000
3540. Educational Assistance			<u>2,950</u>	<u>2,950</u>
TOTAL 3000			<u>63,750</u>	<u>64,500</u>
GRAND TOTAL			\$ <u>441,437</u>	\$ <u>455,008</u>

[illegible]

**SUMMARY**

<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> ENVIRONMENTAL COMPLIANCE 0301	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 636,058	\$ 367,745
<b>2000. COMMODITIES</b>			22,000	48,850
<b>3000. CONTRACTUAL SERVICES</b>			63,045	36,854
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			6,000	6,000
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>727,103</u>	<u>459,449</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>727,103</u></u>	\$ <u><u>459,449</u></u>
<p>FUNCTION: Personnel of this division handle administrative activities for the Water Purification Plant, Water Pollution Control Plant, Well Fields and Farm. Included in this division are the Plant laboratories and the electrical/ electronic support for the Utilities Department.</p>				
Activity / Performance Measures				
Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets	
Resolve problem within 48 hours.	48 of 50	48 of 50	48 of 50	
Meet analytical requirements for Plant Operations and Regulatory compliance.	365 of 365 days	365 of 365 days	365 of 365 days	
Maintain SCADA System	365 of 365 days	365 of 365 days	365 of 365 days	

**DETAIL**

FUND		DEPARTMENT		UNIT		
WATER & SEWER 300		UTILITIES 300		ENVIRONMENTAL COMPLIANCE 0301		
CLASSIFICATION			BUDGET 2010-2011		BUDGET 2011-2012	
<u>OPERATING SERVICES</u>						
<b>1000. PERSONNEL SERVICES</b>						
Salaries			\$	415,860	\$	241,974
Other Benefits				<u>220,198</u>		<u>125,771</u>
<b>TOTAL 1000</b>				<u>636,058</u>		<u>367,745</u>
<b>2000. COMMODITIES</b>						
2010. Office Supplies				1,000		1,000
2020. Educational & Training Supplies				200		400
2115. Minor Furniture & Fixtures				200		300
2120. Minor Equipment, Instruments & Tools				1,500		2,000
2140. Electrical Parts & Supplies				500		200
2155. Minor Computer Hardware & Peripherals				1,000		1,000
2160. Computer Software & Supplies				1,500		1,500
2200. Food				1,000		250
2210. Water				1,500		2,000
2310. Janitor Supplies				200		300
2320. Medical Supplies				50		50
2330. Chemical & Insecticides				6,000		1,000
2560. Lab				5,000		35,000
2570. Clothing, Dry Goods, Etc.				2,000		3,000
2620. Postage				0		300
2630. Security Badges & Decal Supplies				50		50
2640. Safety Supplies & Minor Equipment				<u>300</u>		<u>500</u>
<b>TOTAL 2000</b>				<u>22,000</u>		<u>48,850</u>
<b>3000. CONTRACTUAL SERVICES</b>						
3010. Communication				0		895
3210. Hire of Equipment - Garage - Vehicles				38,760		16,421
3212. Equipment Rental - External				0		480
3230. Laundry & Cleaning				0		2,600
3305. Environmental, Regulatory				5,000		6,500
3360. Special Postage & Express Shipping				1,000		2,000
3390. Other Special Services				200		200
3405. Software Maintenance				0		1,000
3510. Travel				7,200		3,600
3520. Dues & Subscriptions				0		558
3530. Training, Registration Fees, Etc.				9,885		1,600
3540. Educational Assistance				<u>1,000</u>		<u>1,000</u>
<b>TOTAL 3000</b>				<u>63,045</u>		<u>36,854</u>

## DETAIL

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FUND		DEPARTMENT		UNIT	
WATER & SEWER 300		UTILITIES 300		ENVIRONMENTAL COMPLIANCE 0301	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>5000. MAINTENANCE OF EQUIPMENT</b>					
5110. Machinery, Tools & Implements				\$ 3,000	\$ 3,000
5120. Instruments & Apparatus (Major)				<u>3,000</u>	<u>3,000</u>
<b>TOTAL 5000</b>				<u>6,000</u>	<u>6,000</u>
<b>GRAND TOTAL</b>				\$ <u><u>727,103</u></u>	\$ <u><u>459,449</u></u>

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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT ENVIRONMENTAL COMPLIANCE 0301	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Superintendent		1	1	0	
Assistant Superintendent		1	0	0	
Lab Administrator		0	1	1	
	TOTAL	<u>2</u>	<u>2</u>	<u>1</u>	
<b>TECHNICAL</b>					
Electronics Technician		3	3	0	
Lab Manager		1	0	0	
Lab Supervisor		0	1	1	
Lab Technician		3	3	3	
Quality Assurance Coordinator		0	1	1	
	TOTAL	<u>7</u>	<u>8</u>	<u>5</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	0	
	TOTAL	<u>1</u>	<u>1</u>	<u>0</u>	
BASE SALARIES					\$ 241,974
LONGEVITY					2,544
SPECIAL PAY					6,799
FRINGE BENEFITS					<u>116,428</u>
GRAND TOTAL		<u>10</u>	<u>11</u>	<u>6</u>	\$ <u>367,745</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	PAUL DAVIS WELL FIELD OPER.	
300		300	0305	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 132,083	\$ 121,316
2000. COMMODITIES			20,015	20,015
3000. CONTRACTUAL SERVICES			1,039,005	1,157,125
4000. MAINTENANCE - STRUCTURES			32,225	32,225
5000. MAINTENANCE - EQUIPMENT			35,450	35,450
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>1,258,778</u>	<u>1,366,131</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>1,258,778</u></u>	\$ <u><u>1,366,131</u></u>

FUNCTION: This division maintains our Paul Davis Well Field and is responsible for the operation and maintenance of the wells, well field collection lines and the supply lines to the City.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Furnish additional water on request from the water purification plant within 30 minutes of notification.	365 of 365 days	365 of 365 days	365 of 365 days



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**DETAIL**

FUND		DEPARTMENT		UNIT	
WATER & SEWER 300		UTILITIES 300		PAUL DAVIS WELL FIELD OPER. 0305	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>1000. PERSONNEL SERVICES</b>					
Salaries				\$ 80,988	\$ 73,320
Overtime				1,218	1,218
Other Benefits				<u>49,877</u>	<u>46,778</u>
<b>TOTAL 1000</b>				<u>132,083</u>	<u>121,316</u>
<b>2000. COMMODITIES</b>					
2010. Office Supplies				150	150
2120. Minor Equipment, Instruments & Tools				400	400
2130. Plant Lubrication & Supplies				400	400
2140. Electrical Parts & Supplies				2,000	2,000
2170. Welding Supplies				360	360
2195. Water Meters				850	850
2310. Janitorial Supplies				125	125
2320. Medical Supplies				50	50
2330. Chemicals & Insecticides				14,000	14,000
2570. Clothing, Dry Goods, Etc.				480	480
2630. Security Badges & Decal Supplies				100	100
2640. Safety Supplies & Minor Equipment				<u>1,100</u>	<u>1,100</u>
<b>TOTAL 2000</b>				<u>20,015</u>	<u>20,015</u>
<b>3000. CONTRACTUAL SERVICES</b>					
3020. Communication				3,000	3,000
3030. Light & Power				374,000	300,000
3040. Water				635,072	825,593
3210. Hire of Equipment - Garage - Vehicles				22,183	23,782
3212. Equipment Rental - External				50	50
3305. Environmental & Regulatory				2,000	2,000
3390. Other Special Services				1,000	1,000
3510. Travel				800	800
3520. Dues & Subscriptions				100	100
3530. Training, Registration Fees, Etc.				<u>800</u>	<u>800</u>
<b>TOTAL 3000</b>				<u>1,039,005</u>	<u>1,157,125</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>					
4010. Buildings & Grounds				2,500	2,500
4012. Security Fencing				2,500	2,500
4220. Streets, Roadways, Etc.				1,125	1,125
4910. Standpipes, Tanks, Wells, Etc.				<u>26,100</u>	<u>26,100</u>
<b>TOTAL 4000</b>				<u>32,225</u>	<u>32,225</u>

**DETAIL**

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<b>DETAIL</b>				233
<b>FUND</b>		<b>DEPARTMENT</b>		<b>UNIT</b>
WATER & SEWER 300		UTILITIES 300		PAUL DAVIS WELL FIELD OPER. 0305
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>				
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			\$ 2,450	\$ 2,450
5110. Machinery, Tools & Implements			2,000	2,000
5120. Instruments & Apparatus - Major			1,000	1,000
5340. Pumps			20,000	20,000
5341. Valves			5,000	5,000
5345. Motors			<u>5,000</u>	<u>5,000</u>
<b>TOTAL 5000</b>			<u>35,450</u>	<u>35,450</u>
<b>GRAND TOTAL</b>			<u>\$ 1,258,778</u>	<u>\$ 1,366,131</u>

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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
WATER & SEWER		UTILITIES		PAUL DAVIS WELL FIELD OPER	
300		300		0305	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>SKILLED CRAFT</b>					
Lead Well Field Technician		1	1	1	
Well Field Technician		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES					\$ 73,320
LONGEVITY					1,689
SPECIAL PAY					2,032
OVERTIME					1,218
FRINGE BENEFITS					<u>43,057</u>
GRAND TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	\$ <u>121,316</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
WATER & SEWER		UTILITIES	AIRPORT WELL FIELD & TOWER	
300		300	0306	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 113,284	\$ 119,647
2000. COMMODITIES			13,650	13,650
3000. CONTRACTUAL SERVICES			267,341	267,949
4000. MAINTENANCE - STRUCTURES			31,385	30,885
5000. MAINTENANCE - EQUIPMENT			19,750	19,750
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>445,410</u>	<u>451,881</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>445,410</u></u>	\$ <u><u>451,881</u></u>

FUNCTION: This division maintains and operates the Airport Well Field, operates City water pumping stations and is responsible for the operation and maintenance of the well field collection and supply lines at Air Terminal and ground and elevated water storage reservoirs.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	AIRPORT WELL FIELD & TOWER	
300		300	0306	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 74,196	\$ 78,721
	Other Benefits		<u>39,088</u>	<u>40,926</u>
	<b>TOTAL 1000</b>		<u>113,284</u>	<u>119,647</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		150	150
	2120. Minor Equipment, Instruments & Tools		1,000	1,000
	2130. Plant Lubrication & Supplies		150	150
	2140. Electrical Parts & Supplies		2,000	2,000
	2150. Fuel Supplies		925	925
	2170. Welding Supplies		350	350
	2310. Janitor Supplies		125	125
	2320. Medical Supplies		50	50
	2330. Chemicals & Insecticides		7,000	7,000
	2570. Clothing, Dry Goods, Etc.		400	400
	2640. Office Supplies		<u>1,500</u>	<u>1,500</u>
	<b>TOTAL 2000</b>		<u>13,650</u>	<u>13,650</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		2,000	2,500
	3030. Lights & Power		223,857	223,857
	3210. Hire of Equipment - Garage - Vehicles		26,884	30,392
	3305. Environment & Regulatory		2,500	2,500
	3370. Grounds Maintenance		9,400	6,000
	3390. Other Special Services		500	500
	3510. Travel		1,000	1,000
	3520. Dues & Subscriptions		200	200
	3530. Training, Registration Fees, Etc.		<u>1,000</u>	<u>1,000</u>
	<b>TOTAL 3000</b>		<u>267,341</u>	<u>267,949</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		2,000	2,000
	4012. Security Fencing		9,500	9,000
	4910. Standpipes, Tanks, Wells, Etc.		18,385	18,385
	4940. Irrigation Equipment		<u>1,500</u>	<u>1,500</u>
	<b>TOTAL 4000</b>		<u>31,385</u>	<u>30,885</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5010. Heating & Cooling System		750	750
	5110. Machines, Tools, and Implements		1,500	1,500
	5120. Instruments & Apparatus		2,500	2,500

**DETAIL**

<b>DETAIL</b>			237
<b>FUND</b>	<b>DEPARTMENT</b>	<b>UNIT</b>	
WATER & SEWER 300	UTILITIES 300	AIRPORT WELL FIELD & TOWER 0306	
<b>CLASSIFICATION</b>		<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>			
<b>5000. MAINTENANCE OF EQUIPMENT (continued)</b>			
5340. Pumps		\$ 5,000	\$ 5,000
5341. Valves		5,000	5,000
5345. Motors		<u>5,000</u>	<u>5,000</u>
<b>TOTAL 5000</b>		<u>19,750</u>	<u>19,750</u>
<b>GRAND TOTAL</b>		\$ <u><u>445,410</u></u>	\$ <u><u>451,881</u></u>

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## PERSONNEL SCHEDULE

FUND WATER & SEWER 300	DEPARTMENT UTILITIES 300		UNIT AIRPORT WELL FIELD & TOWER 0306	
POSITION TITLE	EMPLOYEES			BUDGET 2011-2012
	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
SKILLED CRAFT				
Lead Well Field Technician	1	1	1	
Well Field Technician	1	1	1	
TOTAL	2	2	2	

**SUMMARY**

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<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> WATER POLLUTION CONTROL 0310	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 586,377	\$ 863,317
<b>2000. COMMODITIES</b>			22,540	20,001
<b>3000. CONTRACTUAL SERVICES</b>			565,922	649,398
<b>4000. MAINTENANCE - STRUCTURES</b>			7,000	7,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			47,600	47,600
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,229,439</u>	<u>1,587,316</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,229,439</u>	<u>\$ 1,587,316</u>

FUNCTION: This division is responsible for the treatment of sewage according to the standards set by the Texas Commission on Environmental Quality (TCEQ). The division operates the plant every day on a 24 hour basis.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Million gallons treated/ tons of sludge hauled.	200	232	210
Thousand gallons treated/ sewer customers.	107	103	100
Millions of gallons treated at sewer plant/millions of gallons treated at water plant.	44%	41%	50%
Electric use kw/ million of gallons treated.	1,051	965	900
Million gallons treated / WPCP employees.	267	242	230
Plant Flow vs. capacity.	61%	57%	50%



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**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	WATER POLLUTION CONTROL	
300		300	0310	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 369,084	\$ 551,701
	Overtime		9,185	9,185
	Other Benefits		<u>208,108</u>	<u>302,431</u>
	<b>TOTAL 1000</b>		<u>586,377</u>	<u>863,317</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		800	800
	2020. Educational & Training Supplies		0	200
	2115. Minor Furniture & Fixtures		100	100
	2120. Minor Equipment, Instruments & Tools		1,000	1,450
	2130. Plant Lubrication & Supplies		800	800
	2140. Electrical Parts & Supplies		5,000	5,300
	2155. Minor Computer		240	900
	2160. Computer Software & Supplies		500	250
	2170. Welding Supplies		400	400
	2210. Water		2,000	750
	2310. Janitorial Supplies		1,200	2,100
	2320. Medical Supplies		400	576
	2330. Chemicals & Insecticides		6,000	3,000
	2560. Laboratory Supplies		1,500	500
	2570. Clothing, Dry Goods, Etc.		2,100	2,475
	2620. Postage		100	0
	2640. Safety Supplies & Minor Equipment		<u>400</u>	<u>400</u>
	<b>TOTAL 2000</b>		<u>22,540</u>	<u>20,001</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		46,000	40,000
	3030. Light & Power		365,926	436,800
	3040. Water		7,746	7,800
	3113. General Liability, Worker's Compensation Penalty		0	-1,302
	3210. Hire of Equipment - Garage - Vehicles		82,130	114,446
	3212. Equipment Rental - External		1,500	1,571
	3220. Advertising		100	0
	3230. Laundry & Cleaning		460	783
	3305. Environmental & Regulatory		33,960	20,000
	3310. Exterminator		400	400
	3370. Grounds Maintenance		15,000	10,000
	3390. Other Special Services		9,200	9,400
	3510. Travel		1,000	3,600
	3520. Dues & Subscriptions		700	900
	3530. Training, Registration Fees, Etc.		1,800	4,500
	3540. Educational Assistance		<u>0</u>	<u>500</u>
	<b>TOTAL 3000</b>		<u>565,922</u>	<u>649,398</u>

**DETAIL**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
WATER & SEWER 300		UTILITIES 300	WATER POLLUTION CONTROL 0310	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 2,000	\$ 2,000
4130. Sewage Disposal Plant			<u>5,000</u>	<u>5,000</u>
<b>TOTAL 4000</b>			<u>7,000</u>	<u>7,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			10,000	10,000
5110. Machines, Tools, and Implements - Major			9,000	9,000
5120. Instruments & Apparatus - Major			5,000	5,000
5310. Meters			1,000	1,000
5340. Pumps			7,600	7,600
5341. Valves			5,000	5,000
5345. Motors			<u>10,000</u>	<u>10,000</u>
<b>TOTAL 5000</b>			<u>47,600</u>	<u>47,600</u>
<b>GRAND TOTAL</b>			\$ <u><u>1,229,439</u></u>	\$ <u><u>1,587,316</u></u>

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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT WATER POLLUTION CONTROL 0310	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
	Superintendent	0	0	1	
	Assistant Superintendent	1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>2</u>	
<b>TECHNICAL</b>					
	Electronics Technician	0	0	1	
	TOTAL	<u>0</u>	<u>0</u>	<u>1</u>	
<b>SUPERVISORY</b>					
	Plant Maintenance Supervisor	1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>					
	Plant Maintenance Mechanic	2	2	2	
	Utility Plant Operator	7	7	7	
	TOTAL	<u>9</u>	<u>9</u>	<u>9</u>	
<b>CLERICAL</b>					
	Administrative Assistant	0	0	1	
	TOTAL	<u>0</u>	<u>0</u>	<u>1</u>	
BASE SALARIES					\$ 551,701
LONGEVITY					11,235
SPECIAL PAY					6,914
OVERTIME					9,185
FRINGE BENEFITS					<u>284,282</u>
GRAND TOTAL		<u>11</u>	<u>11</u>	<u>14</u>	\$ <u>863,317</u>

**SUMMARY**

<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> SPRABERRY FARM 0315	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 169,442	\$ 180,238
<b>2000. COMMODITIES</b>			236,946	236,800
<b>3000. CONTRACTUAL SERVICES</b>			789,425	691,245
<b>4000. MAINTENANCE - STRUCTURES</b>			81,000	77,299
<b>5000. MAINTENANCE - EQUIPMENT</b>			27,000	26,500
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,303,813</u>	<u>1,212,082</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			25,000	25,000
<b>8000. EQUIPMENT</b>			<u>185,000</u>	<u>216,000</u>
<b>SUBTOTAL</b>			<u>210,000</u>	<u>241,000</u>
<b>TOTAL</b>			<u>\$ 1,513,813</u>	<u>\$ 1,453,082</u>

FUNCTION: This division is responsible for effluent irrigation on nearly 6,000 acres of City-owned and leased land. The City in cooperation with the Lessees does operation and maintenance of the irrigation system. We currently have operating agreements with four lessees who do the actual farming, and an additional agreement to provide water to an operator for his farming operations.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Use 100% of treated effluent water for irrigation.	365 of 365 days	365 of 365 days	365 of 365 days
Meet all Texas Commission on Environmental Quality requirements.	365 of 365 days	365 of 365 days	365 of 365 days

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**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	SPRABERRY FARM	
300		300	0315	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 107,772	\$ 112,519
	Other Benefits		<u>61,670</u>	<u>67,719</u>
	<b>TOTAL 1000</b>		<u>169,442</u>	<u>180,238</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		160	100
	2120. Minor Equipment, Instruments & Tools		1,300	1,300
	2130. Plant Lubrication & Supplies		0	100
	2140. Electrical Parts & Supplies		2,800	4,500
	2170. Welding Supplies		1,000	500
	2330. Chemicals & Insecticides		148,350	145,000
	2520. Botanical & Agricultural Supplies		82,036	84,000
	2570. Clothing, Dry Goods, Etc.		<u>1,300</u>	<u>1,300</u>
	<b>TOTAL 2000</b>		<u>236,946</u>	<u>236,800</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3030. Light & Power		440,000	350,000
	3113. General Liability, Worker's Compensation Penalty		0	-4,896
	3210. Hire of Equipment - Garage - Vehicles		99,105	104,289
	3305. Environmental & Regulatory		30,000	35,000
	3373. Effluent Disposal		201,520	204,092
	3390. Other Special Services		1,000	1,000
	3450. Consulting Fees		15,000	0
	3510. Travel		1,500	600
	3520. Dues & Subscriptions		100	210
	3530. Training, Registration Fees, Etc.		<u>1,200</u>	<u>950</u>
	<b>TOTAL 3000</b>		<u>789,425</u>	<u>691,245</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		1,500	1,500
	4940. Irrigation Equipment		<u>79,500</u>	<u>75,799</u>
	<b>TOTAL 4000</b>		<u>81,000</u>	<u>77,299</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5010. Heating & Cooling System		500	0
	5110. Machinery, Tools & Implements		3,500	3,500
	5120. Instruments & Apparatus (Major)		1,500	1,500
	5310. Meters		1,500	1,500
	5340. Pumps		7,000	7,000

**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	SPRABERRY FARM	
300		300	0315	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5341. Valves			\$ 6,000	\$ 6,000
5345. Motors			<u>7,000</u>	<u>7,000</u>
<b>TOTAL 5000</b>			<u>27,000</u>	<u>26,500</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7101. Irrigation Systems			\$ 0	25,000
7140. Fencing			<u>25,000</u>	<u>0</u>
<b>TOTAL 7000</b>			<u>25,000</u>	<u>25,000</u>
<b>8000. EQUIPMENT</b>				
8425. Irrigation Equipment			<u>185,000</u>	<u>216,000</u>
<b>TOTAL 8000</b>			<u>185,000</u>	<u>216,000</u>
<b>GRAND TOTAL</b>			\$ <u><u>1,513,813</u></u>	\$ <u><u>1,453,082</u></u>

FUND		DEPARTMENT		UNIT	
WATER & SEWER		UTILITIES		SPRABERRY FARM	
300		300		0315	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>SUPERVISORY</b>					
Labor Supervisor		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Field Operator		3	3	3	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
BASE SALARIES					\$ 112,519
LONGEVITY					657
SPECIAL PAY					1,437
FRINGE BENEFITS					<u>65,625</u>
GRAND TOTAL		<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</u></u>	\$ <u><u>180,238</u></u>

**SUMMARY**

<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> PURIFICATION PLANT 0320	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 772,458	\$ 930,492
<b>2000. COMMODITIES</b>			821,310	747,535
<b>3000. CONTRACTUAL SERVICES</b>			13,683,134	13,906,972
<b>4000. MAINTENANCE - STRUCTURES</b>			48,650	48,650
<b>5000. MAINTENANCE - EQUIPMENT</b>			70,310	62,310
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>15,395,862</u>	<u>15,695,959</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u><u>\$ 15,395,862</u></u>	<u><u>\$ 15,695,959</u></u>

FUNCTION: This division is responsible for treating an adequate daily water supply according to standards set by the Texas Commission on Environmental Quality (TCEQ). The division operates every day on a 24-hour basis.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Million galls treated/ employees at WP.	540.18	550.91	550
Thousand gallons used / water customers.	246.44	248.50	250
Maximum day use (thousands of gallons) water customers.	0.87	0.94	1.00
Average day use (thousands of gallons) water customers.	0.60	0.59	0.50



**DETAIL**

FUND		DEPARTMENT		UNIT	
WATER & SEWER 300		UTILITIES 300		PURIFICATION PLANT 0320	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012	
<u>OPERATING SERVICES</u>					
1000. PERSONNEL SERVICES					
	Salaries		\$ 496,141	\$	602,141
	Overtime		9,743		9,743
	Other Benefits		<u>266,574</u>		<u>318,608</u>
TOTAL 1000			<u>772,458</u>	<u>930,492</u>	
2000. COMMODITIES					
	2010. Office Supplies		2,000		2,000
	2020. Educational & Training Supplies		150		150
	2120. Minor Equipment, Instruments & Tools		8,000		8,950
	2130. Plant Lubrication & Supplies		1,500		1,500
	2140. Electrical Parts & Supplies		5,500		5,700
	2155. Minor Computer		450		2,050
	2160. Computer Software & Supplies		500		1,100
	2170. Welding Supplies		700		700
	2200. Food		700		1,450
	2310. Janitorial Supplies		1,200		1,200
	2320. Medical Supplies		50		50
	2330. Chemicals & Insecticides		787,500		708,250
	2560. Laboratory Supplies		1,500		5,000
	2570. Clothing, Dry Goods, Etc.		2,500		2,875
	2630. Security Badges & Decal Supplies		60		60
	2640. Safety Supplies & Minor Equipment		<u>9,000</u>		<u>6,500</u>
TOTAL 2000			<u>821,310</u>	<u>747,535</u>	
3000. CONTRACTUAL SERVICES					
	3010. Communication		0		1,000
	3020. Heat & Natural Gas		5,000		5,000
	3030. Light & Power		850,000		750,000
	3040. Water		12,606,672		12,850,000
	3210. Hire of Equipment - Garage - Vehicles		26,832		43,402
	3212. Equipment Rental - External		2,500		2,500
	3213. Hire of Equipment - Technology Fund		0		360
	3230. Laundry & Cleaning		600		600
	3235. Janitorial Services		8,700		7,700
	3305. Environmental & Regulatory		146,000		200,000
	3310. Exterminator		601		601
	3370. Grounds Maintenance		20,404		20,404
	3390. Other Special Services		5,000		5,000
	3510. Travel		6,200		9,800
	3520. Dues & Subscriptions		875		875
	3530. Training, Registration Fees, Etc.		3,750		9,230
	3540. Educational Assistance		<u>0</u>		<u>500</u>
TOTAL 3000			<u>13,683,134</u>	<u>13,906,972</u>	

**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	PURIFICATION PLANT	
300		300	0320	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 4,500	\$ 4,500
4012. Security Fencing			20,350	20,350
4150. Water Purification Plant			<u>23,800</u>	<u>23,800</u>
<b>TOTAL 4000</b>			<u>48,650</u>	<u>48,650</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			5,010	5,010
5020. Furniture, Fixtures, & Furnishings			300	300
5110. Machinery, Tools & Implements			5,000	5,000
5120. Instruments & Apparatus - Major			20,000	12,000
5340. Pumps			20,000	20,000
5341. Valves			10,000	10,000
5345. Motors			<u>10,000</u>	<u>10,000</u>
<b>TOTAL 5000</b>			<u>70,310</u>	<u>62,310</u>
<b>GRAND TOTAL</b>			<u>\$ 15,395,862</u>	<u>\$ 15,695,959</u>

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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT PURIFICATION PLANT 0320	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
	Superintendent	0	1	1	
	Assistant Superintendent	1	1	1	
	TOTAL	<u>1</u>	<u>2</u>	<u>2</u>	
<b>TECHNICAL</b>					
	Electronics Technician	0	0	2	
	TOTAL	<u>0</u>	<u>0</u>	<u>2</u>	
<b>SUPERVISORY</b>					
	Plant Maintenance Supervisor	1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>					
	Plant Maintenance Mechanic	1	1	1	
	Utility Plant Operator	10	10	10	
	TOTAL	<u>11</u>	<u>11</u>	<u>11</u>	
<b>CLERICAL</b>					
	Administrative Assistant	1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 602,141
LONGEVITY					7,875
SPECIAL PAY					3,089
OVERTIME					9,743
FRINGE BENEFITS					<u>307,644</u>
GRAND TOTAL		<u>14</u>	<u>15</u>	<u>17</u>	\$ <u>930,492</u>

**SUMMARY**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300	UNIT NONDEPARTMENTAL 0325	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			4,833,295	4,798,882
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>9,052,399</u>	<u>9,113,654</u>
SUBTOTAL			<u>13,885,694</u>	<u>13,912,536</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			98,059	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>98,059</u>	<u>0</u>
TOTAL			\$ <u><u>13,983,753</u></u>	\$ <u><u>13,912,536</u></u>

FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Water & Sewer Fund department.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	NONDEPARTMENTAL	
300		300	0325	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3110. Insurance			\$ 57,908	\$ 61,615
3112. General Liability Self-Insurance			145,443	163,335
3121. City Share - Retiree Insurance			72,431	76,053
3125. Workers Compensation			-62,955	-81,945
3211. Hire of Equipment - Garage - Other			122,304	121,208
3340. Water Royalty Payments			52,000	50,000
3342. Ivie Reservoir Maintenance			84,000	110,000
3343. Ivie Dam Construction Contract			669,316	815,513
3344. Ivie Pipeline Construction Contract			2,925,848	2,752,103
3345. Ivie Pipeline Maintenance			509,000	523,000
3350. Bank Services			72,000	100,000
3405. Software Maintenance			18,000	0
3440. External Audit Fees			65,000	60,000
3450. Consulting Fees			<u>103,000</u>	<u>48,000</u>
<b>TOTAL 3000</b>			<u>4,833,295</u>	<u>4,798,882</u>
<b>6000. MISCELLANEOUS</b>				
6202. General Fund Services			1,469,399	1,371,654
6885. Franchise Fees			2,400,000	2,448,000
6910. Depreciation Expense			<u>5,183,000</u>	<u>5,294,000</u>
<b>TOTAL 6000</b>			<u>9,052,399</u>	<u>9,113,654</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7860. Other Improvement Other Than Buildings			<u>98,059</u>	<u>0</u>
<b>TOTAL 7000</b>			<u>98,059</u>	<u>0</u>
<b>GRAND TOTAL</b>			<u>\$ 13,983,753</u>	<u>\$ 13,912,536</u>

**SUMMARY**

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<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> WATER & WASTEWTR MAINT 0335	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,675,323	\$ 1,713,357
<b>2000. COMMODITIES</b>			164,068	164,068
<b>3000. CONTRACTUAL SERVICES</b>			659,721	738,716
<b>4000. MAINTENANCE - STRUCTURES</b>			191,439	191,439
<b>5000. MAINTENANCE - EQUIPMENT</b>			117,800	117,800
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>2,808,351</u>	<u>2,925,380</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>22,529</u>	<u>22,528</u>
<b>SUBTOTAL</b>			<u>22,529</u>	<u>22,528</u>
<b>TOTAL</b>			<u>\$ 2,830,880</u>	<u>\$ 2,947,908</u>

FUNCTION: This division is responsible for the distribution of water and collection of sewage throughout the City. The division maintains water mains, fire hydrants, valves, sewer mains, manholes, and lift stations. Short main line extensions, line replacements and taps for service connections are installed by the division.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Total miles of water line/ employees at Water & Wastewater.	33.22	38.37	40.00
Total miles of sewer line/ employees at Water & Wastewater.	25.13	29.14	30.00
Man hours/miles sewer line jetted.	30.70	26.80	25.00
Average Man hours/main repair.	24.66	24.63	22.00
Number stoppages/miles sewer line.	0.42	0.21	1.00
CCTV inspection/miles sewer line.	3.86%	4.01%	3%

**DETAIL**

FUND	DEPARTMENT	UNIT	
WATER & SEWER 300	UTILITIES 300	WATER & WASTEWTR MAINT 0335	
CLASSIFICATION		BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>			
<b>1000. PERSONNEL SERVICES</b>			
Salaries		\$ 1,020,816	\$ 1,070,563
Overtime		26,265	26,265
Other Benefits		<u>628,242</u>	<u>616,529</u>
<b>TOTAL 1000</b>		<u>1,675,323</u>	<u>1,713,357</u>
<b>2000. COMMODITIES</b>			
2010. Office Supplies		1,800	1,800
2020. Educational & Training Supplies		150	150
2120. Minor Equipment, Instruments & Tools		17,088	17,088
2140. Electrical Parts & Supplies		600	600
2160. Computer Software & Supplies		9,000	9,000
2170. Welding Supplies		1,200	1,200
2190. Water & Sewer Taps		104,000	104,000
2200. Food		900	900
2220. Ice		1,930	1,930
2310. Janitorial Supplies		1,700	1,700
2320. Medical Supplies		200	200
2330. Chemicals & Insecticides		7,500	7,500
2420. Barricades & Warning Signs		5,700	5,700
2570. Clothing, Dry Goods, Etc.		<u>12,300</u>	<u>12,300</u>
<b>TOTAL 2000</b>		<u>164,068</u>	<u>164,068</u>
<b>3000. CONTRACTUAL SERVICES</b>			
3030. Light & Power		28,500	28,500
3113. General Liability, Workers Compensation Penalty		-594	-2,286
3200. Lab Tests - Streets		1,000	1,000
3210. Hire of Equipment - Garage - Vehicles		601,805	680,932
3212. Equipment Rental - External		1,000	2,200
3213. Hire of Equipment - Technology Fund		0	360
3230. Laundry & Cleaning		13,600	13,600
3240. Binding, Printing & Reproduction		750	750
3310. Exterminator		460	460
3360. Special Postage & Express Shipping		100	100
3510. Travel		5,000	5,000
3520. Dues & Subscriptions		1,800	1,800
3530. Training, Registration Fees, Etc.		6,000	6,000
3920. Rent		<u>300</u>	<u>300</u>
<b>TOTAL 3000</b>		<u>659,721</u>	<u>738,716</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>			
4010. Building & Grounds		1,000	1,000
4110. Sanitary Sewers		102,766	102,766

**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		UTILITIES	WATER & WASTEWTR MAINT	
300		300	0335	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES (continued)</b>				
4220. Streets, Roadways, Etc.			\$ 24,010	\$ 24,010
4930. Water Mains			<u>63,663</u>	<u>63,663</u>
<b>TOTAL 4000</b>			<u>191,439</u>	<u>191,439</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5020. Furniture, Fixtures, & Furnishings			300	300
5110. Machinery, Tools & Implements			14,250	14,250
5120. Instruments & Apparatus - Major			6,250	6,250
5320. Water Service Connections			4,000	4,000
5330. Fire Hydrants			92,500	92,500
5410. Sewer Service Connections			<u>500</u>	<u>500</u>
<b>TOTAL 5000</b>			<u>117,800</u>	<u>117,800</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8421. Construction Equipment			16,634	16,633
8530. Other Equipment			<u>5,895</u>	<u>5,895</u>
<b>TOTAL 8000</b>			<u>22,529</u>	<u>22,528</u>
<b>GRAND TOTAL</b>			<u>\$ 2,830,880</u>	<u>\$ 2,947,908</u>



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**PERSONNEL SCHEDULE**

FUND WATER & SEWER 300		DEPARTMENT UTILITIES 300		UNIT WATER & WASTEWTR MAINT 0335	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Superintendent		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>TECHNICAL</b>					
Instrument Technician		1	1	1	
Operations Planner		2	2	2	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		2	2	2	
	TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>					
Crew Leader		5	5	5	
Equipment Operator		16	16	16	
Maintenance Specialist		1	1	1	
	TOTAL	<u>22</u>	<u>22</u>	<u>22</u>	
<b>CAPITALIZED LABOR</b>					
Equipment Operator		4	4	4	
	TOTAL	<u>4</u>	<u>4</u>	<u>4</u>	
BASE SALARIES					\$ 1,070,563
LONGEVITY					23,151
SPECIAL PAY					10,496
OVERTIME					26,265
FRINGE BENEFITS					<u>582,882</u>
GRAND TOTAL		<u>32</u>	<u>32</u>	<u>32</u>	\$ <u>1,713,357</u>

**SUMMARY**

<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> UTILITIES 300	<b>UNIT</b> INTERFUND TRANSFER 0339	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>9,488,955</u>	<u>7,364,554</u>
<b>SUBTOTAL</b>			<u>9,488,955</u>	<u>7,364,554</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 9,488,955</u>	<u>\$ 7,364,554</u>

FUNCTION: This division accounts for the transfers to the Water and Sewer Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

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**DETAIL**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
WATER & SEWER		UTILITIES	INTERFUND TRANSFER	
300		300	0339	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>				
<b>6000. MISCELLANEOUS</b>				
6300. General Fund			\$ 750,000	\$ 750,000
6327. Sports Complex CO I & S Fund			0	2,500
6328. Hud Section 108 Loan Fund			107,324	107,684
6341. Water & Sewer Construction			2,235,486	500,000
6345. Water & Sewer 2002 Refund Sinking Fund			1,300,391	1,321,529
6349. Water & Sewer 2007 Refund Sinking Fund			603,769	597,968
6355. Water & Sewer 1989 Revenue Sinking Fund			1,078,992	973,119
6356. Water & Sewer 2007 CO I&S Fund			3,112,993	3,111,754
6393. Technology Fund			<u>300,000</u>	<u>0</u>
<b>TOTAL 6000</b>			<u>9,488,955</u>	<u>7,364,554</u>
<b>GRAND TOTAL</b>			<u>\$ 9,488,955</u>	<u>\$ 7,364,554</u>

**SUMMARY**

<b>FUND</b> WATER & SEWER 300		<b>DEPARTMENT</b> FINANCE 035	<b>UNIT</b> METER SHOP 0340	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 247,947	\$ 268,190
<b>2000. COMMODITIES</b>			336,605	336,905
<b>3000. CONTRACTUAL SERVICES</b>			67,683	59,041
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			121,200	121,200
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>773,435</u>	<u>785,336</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>773,435</u></u>	\$ <u><u>785,336</u></u>

FUNCTION: This division is under the direction of the Supervisor of Customer Service. The function of the division is to repair and replace water meters.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Change out 20% of meters on all active accounts annually.	19%	20%	20%
Same day service for curb stop repairs, meter change outs, leak checks, meter sets, and replacement of meter boxes.	100%	100%	100%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
WATER & SEWER		FINANCE	METER SHOP	
300		035	0340	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 157,224	\$ 168,034
	Overtime		366	366
	Other Benefits		<u>90,357</u>	<u>99,790</u>
	<b>TOTAL 1000</b>		<u>247,947</u>	<u>268,190</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		1,000	1,000
	2120. Minor Equipment, Instruments & Tools		2,500	2,500
	2195. Water Meters		330,000	330,000
	2220. Ice		960	960
	2310. Janitorial Supplies		500	300
	2570. Clothing, Dry Goods, Etc.		1,500	2,000
	2630. Security Badges & Decal Supplies		<u>145</u>	<u>145</u>
	<b>TOTAL 2000</b>		<u>336,605</u>	<u>336,905</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3020. Heat & Natural Gas		1,200	1,200
	3030. Light & Power		3,000	3,000
	3040. Water		1,500	1,500
	3113. General Liability, Workers Compensation Penalty		-113	-2,211
	3210. Hire of Equipment - Garage - Vehicles		36,240	34,152
	3280. Temporary Help		24,456	20,000
	3510. Travel		600	600
	3530. Training, Registration Fees, Etc.		500	500
	3550. Employee Awards		<u>300</u>	<u>300</u>
	<b>TOTAL 3000</b>		<u>67,683</u>	<u>59,041</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
	5110. Machinery, Tools & Implements		200	200
	5310. Meters		1,000	1,000
	5320. Water Service Connections		<u>120,000</u>	<u>120,000</u>
	<b>TOTAL 5000</b>		<u>121,200</u>	<u>121,200</u>
<b>GRAND TOTAL</b>			\$ <u><u>773,435</u></u>	\$ <u><u>785,336</u></u>

# PERSONNEL SCHEDULE

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FUND		DEPARTMENT		UNIT	
WATER & SEWER		FINANCE		METER SHOP	
300		035		0340	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>SUPERVISORY</b>					
Labor Supervisor		<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Maintenance Specialist		<u>5</u>	<u>5</u>	<u>5</u>	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
BASE SALARIES					\$ 168,034
LONGEVITY					2,727
SPECIAL PAY					1,380
OVERTIME					366
FRINGE BENEFITS					<u>95,683</u>
GRAND TOTAL		<u>6</u>	<u>6</u>	<u>6</u>	\$ <u>268,190</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
WATER & SEWER		FINANCE	CUSTOMER SERVICE	
300		035	0345	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,135,384	\$ 1,152,435
<b>2000. COMMODITIES</b>			206,747	214,732
<b>3000. CONTRACTUAL SERVICES</b>			165,341	209,442
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			15,073	15,258
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,522,545</u>	<u>1,591,867</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>20,000</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>20,000</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,542,545</u>	<u>\$ 1,591,867</u>

FUNCTION: This office reports to the Finance Director. The division performs work related to new customers, preparation of bills, complaints and adjustments, bad order meters, the close-out of customers' accounts and the collection of delinquent utility bills.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Same day service for turn on, turn off, and reconnection.	100%	100%	100%
Meter readings for billing cycles completed by reading dates.	100%	100%	100%
Water, sewer, and sanitation delinquent account write-offs less than 1%.	0.25%	0.25%	0.25%
Daily deposit by cashiers office is prepared and ready for pick up by noon.	100%	100%	100%

## DETAIL

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DETAIL				263
FUND		DEPARTMENT	UNIT	
WATER & SEWER		FINANCE	CUSTOMER SERVICE	
300		035	0345	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 719,292	\$ 741,810
Overtime			5,282	5,282
Other Benefits			410,810	405,343
TOTAL 1000			1,135,384	1,152,435
2000. COMMODITIES				
2010. Office Supplies			15,000	15,000
2012. Water Bills			26,000	26,000
2120. Minor Equipment, Instruments & Tools			2,000	2,000
2160. Computer Software & Supplies			480	480
2310. Janitorial Supplies			125	125
2330. Chemicals & Insecticides			50	50
2570. Clothing, Dry Goods, Etc.			3,000	3,000
2620. Postage			159,715	167,700
2630. Security Badges & Decal Supplies			377	377
TOTAL 2000			206,747	214,732
3000. CONTRACTUAL SERVICES				
3113. General Liability, Workers Compensation Penalty			-4,544	0
3210. Hire of Equipment - Garage - Vehicles			81,621	101,328
3212. Equipment Rental - External			32,714	32,714
3240. Binding, Printing & Reproduction			600	600
3270. Notary Bonds			142	142
3280. Temporary Help			16,450	25,000
3290. Armored Car Services			3,058	3,058
3350. Bank Services			15,000	26,300
3360. Special Postage & Express Shipping			300	300
3405. Software Maintenance			2,500	2,500
3420. Legal Filing Fees			5,000	5,000
3510. Travel			6,000	6,000
3520. Dues & Subscriptions			1,500	1,500
3530. Training, Registration Fees, Etc.			3,000	3,000
3550. Employee Awards			1,800	1,800
3900. Mileage			200	200
TOTAL 3000			165,341	209,442
5000. MAINTENANCE OF EQUIPMENT				
5110. Machinery, Tools & Implements			15,073	15,258
TOTAL 5000			15,073	15,258



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**DETAIL**

FUND WATER & SEWER 300	DEPARTMENT FINANCE 035	UNIT CUSTOMER SERVICE 0345
CLASSIFICATION	BUDGET 2010-2011	BUDGET 2011-2012
<p data-bbox="418 464 646 491"><u><b>CAPITAL OUTLAY</b></u></p> <p data-bbox="144 525 493 583"><b>8000. EQUIPMENT</b> 8900. EDP Software</p> <p data-bbox="326 615 482 642"><b>TOTAL 8000</b></p> <p data-bbox="144 709 337 737"><b>GRAND TOTAL</b></p>	<p data-bbox="1065 554 1243 583">\$ <u>20,000</u></p> <p data-bbox="1084 615 1243 644"><u>20,000</u></p> <p data-bbox="1065 709 1243 739">\$ <u><u>1,542,545</u></u></p>	<p data-bbox="1300 554 1479 583">\$ <u>0</u></p> <p data-bbox="1320 615 1479 644"><u>0</u></p> <p data-bbox="1300 709 1479 739">\$ <u><u>1,591,867</u></u></p>

**PERSONNEL SCHEDULE**

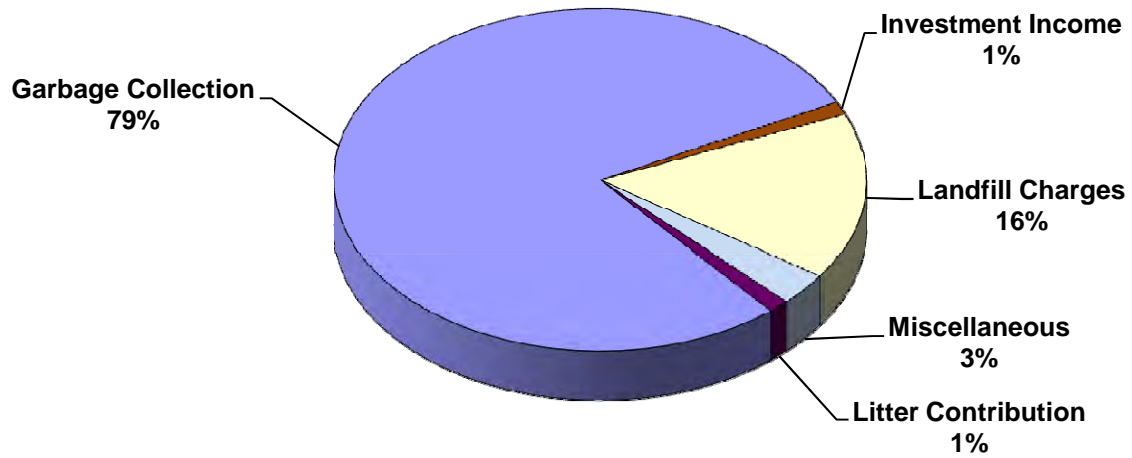
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FUND WATER & SEWER 300		DEPARTMENT FINANCE 035		UNIT CUSTOMER SERVICE 0345	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Customer Service Manager		1	1	1	
Asst. Customer Service Manager		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>SUPERVISORY</b>					
Billing Supervisor		1	1	1	
Service Representative Supervisor		0	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Billing Technician		1	0	0	
Customer Service Representative		5	5	5	
Meter Reader		5	5	5	
TOTAL		<u>11</u>	<u>10</u>	<u>10</u>	
<b>CLERICAL</b>					
Account Clerk		10	10	10	
TOTAL		<u>10</u>	<u>10</u>	<u>10</u>	
BASE SALARIES					\$ 741,810
LONGEVITY					9,693
SPECIAL PAY					6,793
OVERTIME					5,282
FRINGE BENEFITS					<u>388,857</u>
GRAND TOTAL		<u>24</u>	<u>24</u>	<u>24</u>	\$ <u>1,152,435</u>



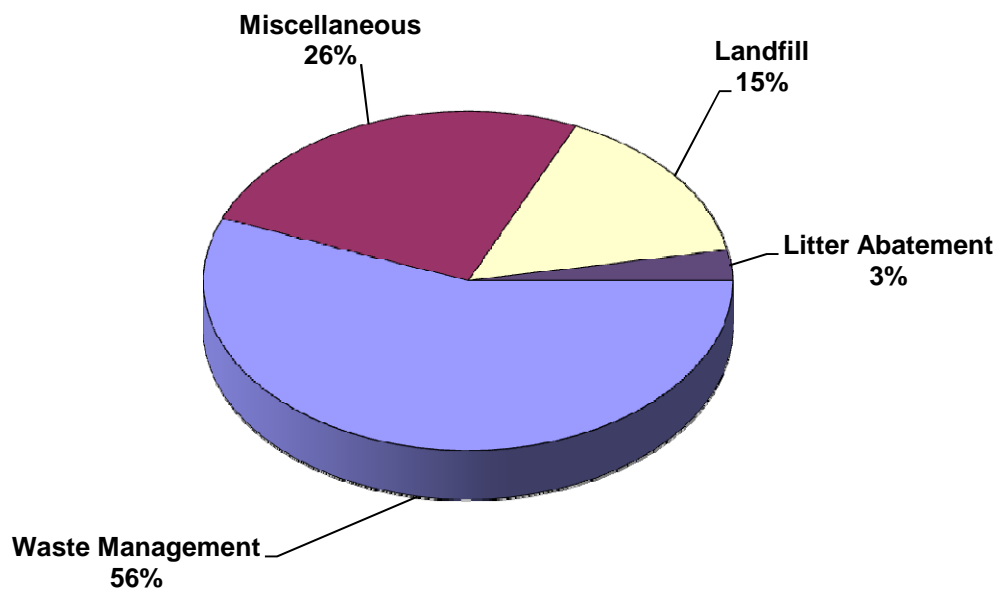
**SECTION VI**  
**SANITATION FUND**

**Sanitation Fund Revenues  
As Budgeted For Fiscal Year 2012**



\$10,767,000

**Sanitation Fund Expenses  
As Budgeted For Fiscal Year 2012**



\$10,717,473

**SANITATION FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>CHARGES FOR CURRENT SERVICES</b>			
Garbage Collection Fees	\$ 6,899,781	\$ 7,000,000	\$ 8,400,000
Landfill Charges	1,625,996	1,700,000	1,700,000
Recycle Midland	798	1,000	0
Special Collections	37,442	40,000	35,000
Recycle Fee	211,005	210,000	210,000
Miscellaneous	14,000	0	30,000
Penalties	77,928	80,000	80,000
Uncollectible	35,000	(15,000)	(15,000)
	<u>8,901,950</u>	<u>9,016,000</u>	<u>10,440,000</u>
Total Charges for Current Services			
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	151,129	100,000	130,000
Discounts Earned	8,505	7,000	9,000
State Sanitation Grant	36,943	50,000	0
Sale of Minor Equipment	8,362	0	15,000
Litter Abatement Contribution	137,101	136,500	136,000
Unclassified	4,262	100	1,000
Recovery of Damages to City Property	320	0	0
Net Increase in Fair Value of Investment	9,230	0	0
Sale of Recyclables	59,164	35,000	36,000
Interfund Transfers	13,433	0	0
	<u>428,449</u>	<u>328,600</u>	<u>327,000</u>
Total Nonoperating and Other Revenue			
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 9,330,399</u>	<u>\$ 9,344,600</u>	<u>\$ 10,767,000</u>

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**SANITATION FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0400 Utilities - Solid Waste Management	\$ 5,004,999	\$ 5,436,480	\$ 6,007,275
0401 Utilities - Litter Abatement	146,032	318,605	318,605
0405 Utilities - Landfill	1,175,420	1,533,934	1,640,829
0407 Utilities - Nondepartmental	2,451,036	2,827,916	2,750,764
0409 Utilities - Interfund Transfer	<u>272,095</u>	<u>159,502</u>	<u>0</u>
<b>Total</b>	\$ <u><u>9,049,582</u></u>	\$ <u><u>10,276,437</u></u>	\$ <u><u>10,717,473</u></u>

**SANITATION FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 2,994,574	27.941%
2000. COMMODITIES	695,975	6.494%
3000. CONTRACTUAL SERVICES	4,091,690	38.178%
4000. MAINTENANCE - STRUCTURES	23,600	0.220%
5000. MAINTENANCE - EQUIPMENT	61,081	0.570%
6000. MISCELLANEOUS	<u>2,817,553</u>	<u>26.289%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>10,684,473</u>	<u>99.692%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	0	0.000%
8000. EQUIPMENT	<u>33,000</u>	<u>0.308%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>33,000</u>	<u>0.308%</u>
<b>GRAND TOTAL</b>	<u>\$ 10,717,473</u>	<u>100.000%</u>



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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
SANITATION 430		SANITATION 430	SOLID WASTE MANAGEMENT 0400	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 2,175,686	\$ 2,394,443
<b>2000. COMMODITIES</b>			665,050	667,325
<b>3000. CONTRACTUAL SERVICES</b>			2,499,713	2,849,476
<b>4000. MAINTENANCE - STRUCTURES</b>			4,600	4,600
<b>5000. MAINTENANCE - EQUIPMENT</b>			58,281	58,281
<b>6000. MISCELLANEOUS</b>			<u>150</u>	<u>150</u>
<b>SUBTOTAL</b>			<u>5,403,480</u>	<u>5,974,275</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>33,000</u>	<u>33,000</u>
<b>SUBTOTAL</b>			<u>33,000</u>	<u>33,000</u>
<b>TOTAL</b>			<u>\$ 5,436,480</u>	<u>\$ 6,007,275</u>

FUNCTION: This division is responsible for the collection of refuse and its delivery to the landfill. They also collect recyclable materials from drop-off points for delivery to our recycle contractor; provide a large item pickup service; and provide hauling service for the yard waste sites.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Number of containers changed out/ total	9.23%	4.10%	8.00%
Number of containers repaired/ total	2.41%	3.05%	5.00%
Hand pickups/ customer	7.50%	6.24%	7.00%
Tons recycle/ tons collected	1.58%	1.28%	4.00%
Tons collected/ employee - hr	1.54	2.04	2.05

**DETAIL**

DETAIL				273		
FUND		DEPARTMENT		UNIT		
SANITATION 430		SANITATION 430		SOLID WASTE MANAGEMENT 0400		
CLASSIFICATION			BUDGET 2010-2011		BUDGET 2011-2012	
<u>OPERATING SERVICES</u>						
1000. PERSONNEL SERVICES						
Salaries			\$ 1,335,499		\$ 1,491,034	
Overtime			25,750		25,750	
Other Benefits			814,437		877,659	
TOTAL 1000			2,175,686		2,394,443	
2000. COMMODITIES						
2010. Office Supplies			3,250		6,000	
2020. Educational & Training Supplies			1,500		1,500	
2110. Motor Vehicle Supplies			500		600	
2115. Minor Furniture & Fixtures			2,500		2,500	
2120. Minor Equipment, Instruments & Tools			5,000		5,000	
2130. Plant Lubrication & Supplies			1,000		500	
2160. Computer Software & Supplies			1,000		1,000	
2170. Welding Supplies			3,000		1,500	
2180. Refuse Containers & Lids			620,000		620,000	
2181. Roll Out Carts			8,000		8,000	
2200. Food			1,000		1,500	
2210. Water			150		150	
2220. Ice			1,500		1,500	
2310. Janitorial Supplies			750		750	
2320. Medical Supplies			400		200	
2330. Chemicals & Insecticides			2,250		2,250	
2570. Clothing, Dry Goods, Etc.			12,000		13,500	
2630. Security Badges & Decal Supplies			500		500	
2640. Safety Supplies & Minor Equipment			750		375	
TOTAL 2000			665,050		667,325	
3000. CONTRACTUAL SERVICES						
3030. Light & Power			3,300		2,500	
3040. Water			600		600	
3210. Hire of Equipment - Garage - Vehicles			2,462,188		2,806,996	
3212. Equipment Rental - External			1,500		1,500	
3213. Hire of Equipment - Technology Fund			0		360	
3220. Advertising			2,500		3,500	
3240. Binding, Printing & Reproduction			400		400	
3280. Temporary Help			2,000		3,000	
3310. Exterminator			200		220	
3380. Recycling Activities			3,900		2,900	
3510. Travel			10,700		13,000	
3520. Dues & Subscriptions			500		500	
3530. Training, Registration Fees, Etc.			5,925		8,000	
3540. Education Assistance			6,000		6,000	
TOTAL 3000			2,499,713		2,849,476	

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**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION		SANITATION	SOLID WASTE MANAGEMENT	
430		430	0400	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 3,600	\$ 3,600
4220. Streets, Roadways, Etc.			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>			<u>4,600</u>	<u>4,600</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machines, Tools & Implements			750	750
5120. Instruments & Apparatus - Major			500	500
5130. Motor Vehicles			500	500
5510. Refuse Containers			36,281	36,281
5520. Refuse Compactors			<u>20,250</u>	<u>20,250</u>
<b>TOTAL 5000</b>			<u>58,281</u>	<u>58,281</u>
<b>6000. MISCELLANEOUS</b>				
6990. Miscellaneous			<u>150</u>	<u>150</u>
<b>TOTAL 6000</b>			<u>150</u>	<u>150</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8501. Sanitation Equipment			<u>33,000</u>	<u>33,000</u>
<b>TOTAL 8000</b>			<u>33,000</u>	<u>33,000</u>
<b>GRAND TOTAL</b>			\$ <u><u>5,436,480</u></u>	\$ <u><u>6,007,275</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
SANITATION		SANITATION		SOLID WASTE MANAGEMENT	
430		430		0400	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Solid Waste Management Director		0	1	1	
Superintendent		1	0	0	
Assistant Superintendent		1	1	1	
Environmental Compliance Spec.		0	1	1	
TOTAL		<u>2</u>	<u>3</u>	<u>3</u>	
<b>TECHNICAL</b>					
Environmental Officer		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		3	3	3	
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	
<b>OPERATIONS</b>					
Maintenance Specialist		3	3	3	
Sanitation Driver		33	35	35	
TOTAL		<u>36</u>	<u>38</u>	<u>38</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 1,491,034
LONGEVITY					23,685
SPECIAL PAY					12,436
OVERTIME					25,750
FRINGE BENEFITS					<u>841,538</u>
GRAND TOTAL		<u>43</u>	<u>46</u>	<u>46</u>	\$ <u>2,394,443</u>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
SANITATION		SANITATION	LITTER ABATEMENT	
430		430	0401	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			6,650	6,650
3000. CONTRACTUAL SERVICES			181,900	181,900
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>130,055</u>	<u>130,055</u>
SUBTOTAL			<u>318,605</u>	<u>318,605</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>318,605</u></u>	\$ <u><u>318,605</u></u>

FUNCTION: This division is responsible for the management of the Voluntary Litter Abatement Fee.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Cubic yards picked up/ \$ collected	5,043.45/ \$137,898	3,555.33/ \$137,508	6,000/ \$137,000
Average % participation	62%	68.31%	67%

**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION		SANITATION	LITTER ABATEMENT	
430		430	0401	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2010. Office Supplies			\$ 200	\$ 200
2020. Educational & Training Supplies			5,000	5,000
2180. Refuse Containers & Lids			1,150	1,150
2200. Food			<u>300</u>	<u>300</u>
<b>TOTAL 2000</b>			<u>6,650</u>	<u>6,650</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3220. Advertising			5,000	5,000
3240. Binding, Printing & Reproduction			500	500
3370. Grounds Maintenance			30,000	0
3390. Other Special Services			25,000	25,000
3950. Cleaning Lots			121,400	121,400
3955. Demolition of Dangerous Building			<u>0</u>	<u>30,000</u>
<b>TOTAL 3000</b>			<u>181,900</u>	<u>181,900</u>
<b>6000. MISCELLANEOUS</b>				
6171. Keep Midland Beautiful			75,000	75,000
6174. KMB - Cash for Trash			50,000	50,000
6990. Miscellaneous			<u>5,055</u>	<u>5,055</u>
<b>TOTAL 6000</b>			<u>130,055</u>	<u>130,055</u>
<b>GRAND TOTAL</b>			<u>\$ 318,605</u>	<u>\$ 318,605</u>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
SANITATION 430		SANITATION 430	LANDFILL 0405	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 498,752	\$ 600,131
2000. COMMODITIES			14,740	22,000
3000. CONTRACTUAL SERVICES			1,012,592	996,898
4000. MAINTENANCE - STRUCTURES			3,000	19,000
5000. MAINTENANCE - EQUIPMENT			850	2,800
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,529,934</u>	<u>1,640,829</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>4,000</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>4,000</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,533,934</u>	<u>\$ 1,640,829</u>

FUNCTION: This division operates the landfill according to the standards set by the Texas Commission on Environmental Quality (TCEQ). The landfill is open from 7:30 a.m. through 5:30 p.m., Monday through Saturday.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Tons landfill	203,333.98	193,645.68	190,000
Cubic yards used/ cubic yards total	0.77%	0.64%	0.85%
Tons yard waste diverted	2,348.84	4,235.79	5,000
Tons recyclables removed	3,286.46	3,400.31	3,400

**DETAIL**

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DETAIL				279
FUND		DEPARTMENT		UNIT
SANITATION 430		SANITATION 430		LANDFILL 0405
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 301,188	\$ 372,314
Overtime			8,869	8,869
Other Benefits			188,695	218,948
TOTAL 1000			498,752	600,131
2000. COMMODITIES				
2010. Office Supplies			2,500	3,000
2110. Motor Vehicle Supplies			300	300
2115. Minor Furniture & Fixtures			500	1,000
2120. Minor Equipment, Instruments, Tools			1,000	5,000
2140. Electrical Parts & Supplies			500	500
2155. Minor Computer Hardware & Peripherals			340	500
2160. Computer Software & Supplies			600	800
2170. Welding Supplies			1,000	500
2200. Food			300	500
2210. Water			1,600	1,600
2310. Janitorial Supplies			900	1,500
2320. Medical Supplies			400	600
2330. Chemicals & Insecticides			500	700
2570. Clothing, Dry Goods, Etc.			4,000	5,000
2640. Safety Supplies and Minor Equipment			300	500
TOTAL 2000			14,740	22,000
3000. CONTRACTUAL SERVICES				
3030. Light & Power			11,500	30,000
3210. Hire of Equipment - Garage - Vehicles			690,997	617,106
3212. Equipment Rental - External			2,250	2,500
3220. Advertising			0	2,000
3240. Binding, Printing & Reproduction			500	500
3280. Temporary Help			1,000	25,000
3304. Mulching			85,000	85,000
3305. Environmental, Regulatory			55,000	55,000
3310. Exterminator			0	220
3370. Grounds Maintenance			0	12,000
3386. Tipping Fees			160,000	160,000
3390. Other Special Services			1,000	1,000
3405. Software Maintenance			395	395
3510. Travel			1,500	2,525
3520. Dues & Subscriptions			200	200
3530. Training, Registration Fees, Etc.			2,500	2,702
3540. Educational Assistance			500	500
3550. Employee Awards			250	250
TOTAL 3000			1,012,592	996,898



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**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION		SANITATION	LANDFILL	
430		430	0405	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 3,000	\$ 3,000
4012. Security Fencing			0	5,000
4220. Streets, Roadways, Etc.			0	10,000
4910. Standpipes, Tanks, Wells, Etc.			<u>0</u>	<u>1,000</u>
<b>TOTAL 4000</b>			<u>3,000</u>	<u>19,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machines, Tools & Implements			550	2,500
5120. Instruments & Apparatus - Major			<u>300</u>	<u>300</u>
<b>TOTAL 5000</b>			<u>850</u>	<u>2,800</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8530. Other Equipment			<u>4,000</u>	<u>0</u>
<b>TOTAL 8000</b>			<u>4,000</u>	<u>0</u>
<b>GRAND TOTAL</b>			\$ <u><u>1,533,934</u></u>	\$ <u><u>1,640,829</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
SANITATION		SANITATION		LANDFILL	
430		430		0405	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Landfill Manager		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		<u>2</u>	<u>2</u>	<u>2</u>	
	TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>					
Equipment Operator		5	8	8	
Landfill Attendent		1	1	1	
Maintenance Specialist		<u>1</u>	<u>0</u>	<u>0</u>	
	TOTAL	<u>7</u>	<u>9</u>	<u>9</u>	
BASE SALARIES					\$ 372,314
LONGEVITY					2,904
SPECIAL PAY					3,215
CAR ALLOWANCE					9,600
OVERTIME					8,869
FRINGE BENEFITS					<u>203,229</u>
GRAND TOTAL		<u>10</u>	<u>12</u>	<u>12</u>	\$ <u>600,131</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
SANITATION		SANITATION	NONDEPARTMENTAL	
430		430	0407	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 0	\$ 0
<b>2000. COMMODITIES</b>			0	0
<b>3000. CONTRACTUAL SERVICES</b>			71,918	63,416
<b>4000. MAINTENANCE - STRUCTURES</b>			0	0
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	0
<b>6000. MISCELLANEOUS</b>			<u>2,755,998</u>	<u>2,687,348</u>
<b>SUBTOTAL</b>			<u>2,827,916</u>	<u>2,750,764</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 2,827,916</u>	<u>\$ 2,750,764</u>

FUNCTION: This division is used to account for payments to the General Fund for services rendered and to record overhead charges from other funds and depreciation expense.

**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION		SANITATION	NONDEPARTMENTAL	
430		430	0407	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3110. Insurance			\$ 8,531	\$ 9,231
3112. General Liability Self-Insurance			33,321	35,034
3121. City Share - Retiree Insurance			26,439	27,761
3125. Workers Compensation			-46,394	-66,399
3211. Hire of Equipment - Garage - Other			26,021	25,789
3350. Bank Services			14,000	23,000
3440. External Audit Fees			<u>10,000</u>	<u>9,000</u>
<b>TOTAL 3000</b>			<u>71,918</u>	<u>63,416</u>
<b>6000. MISCELLANEOUS</b>				
6202. General Fund Services			444,163	492,332
6204. Water & Sewer Services			10,000	0
6865. Closure & Postclosure Care			926,835	723,016
6885. Franchise Fees			350,000	405,000
6910. Depreciation Expense			<u>1,025,000</u>	<u>1,067,000</u>
<b>TOTAL 6000</b>			<u>2,755,998</u>	<u>2,687,348</u>
<b>GRAND TOTAL</b>			<u><u>\$ 2,827,916</u></u>	<u><u>\$ 2,750,764</u></u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
SANITATION		SANITATION	INTERFUND TRANSFER	
430		430	0409	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>159,502</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>159,502</u>	<u>0</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>159,502</u></u>	\$ <u><u>0</u></u>

FUNCTION: This division accounts for the transfers to the Sanitation Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

**DETAIL**

FUND		DEPARTMENT	UNIT	
SANITATION		SANITATION	INTERFUND TRANSFER	
430		430	0409	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
<b>6000. MISCELLANEOUS</b>				
6359. Sanitation Construction Fund			\$ <u>159,502</u>	\$ <u>0</u>
<b>TOTAL 6000</b>			<u>159,502</u>	<u>0</u>
<b>GRAND TOTAL</b>			\$ <u><u>159,502</u></u>	\$ <u><u>0</u></u>

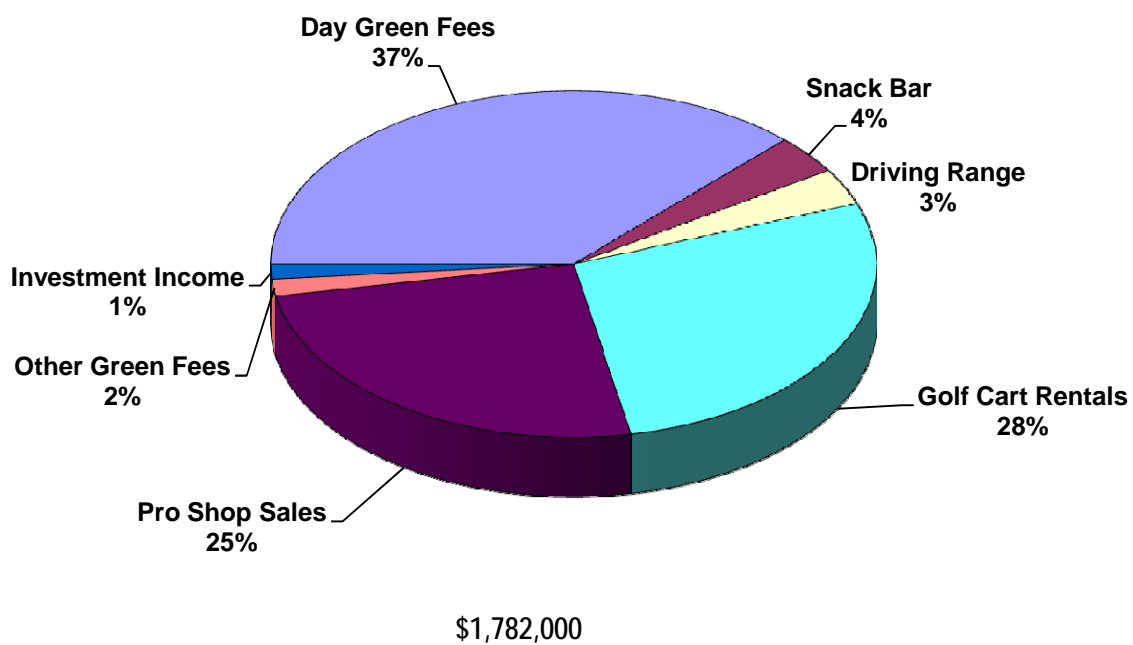


**SECTION VII**

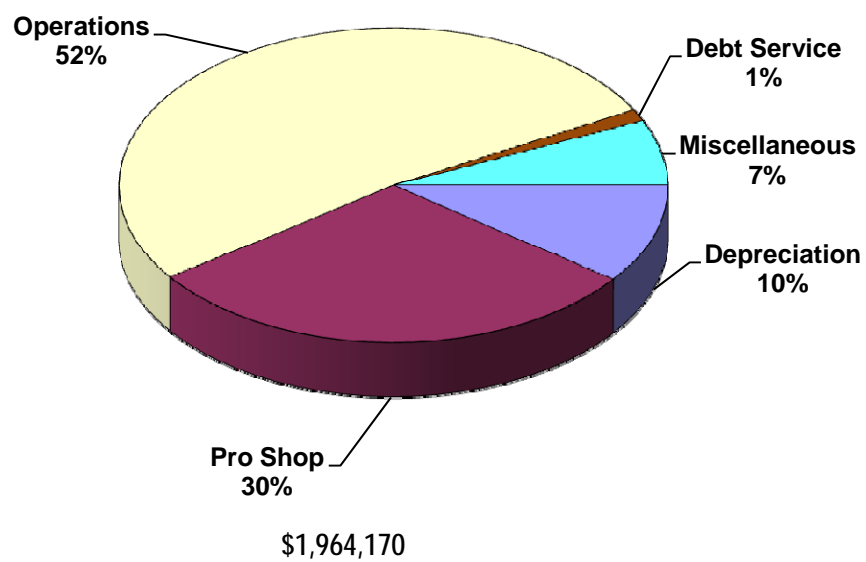
**GOLF COURSE FUND**



**Golf Course Fund Revenues  
As Budgeted For Fiscal Year 2012**



**Golf Course Fund Expenses  
As Budgeted For Fiscal Year 2012**



# **GOLF COURSE FUND REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>RECREATION</b>			
Golf Cart Rentals	\$ 420,544	\$ 480,000	\$ 492,000
Daily Green Fees	583,796	635,000	640,000
Junior Rates	11,281	17,000	15,000
Senior Rates	41,055	50,000	10,000
Senior Annual Fees	9,900	11,000	11,000
Junior Annual Fees	375	0	0
Midland School Fees	1,244	1,600	2,000
Tournament Revenue	0	0	15,000
Snack Bar Rentals	60,258	55,000	65,000
Driving Range	55,802	60,000	60,000
Golf Pro Shop Rentals	6,778	5,000	6,000
Golf Pro Shop Sales	<u>424,994</u>	<u>410,000</u>	<u>440,000</u>
<b>Total Recreation</b>	<u>1,616,027</u>	<u>1,724,600</u>	<u>1,756,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	29,103	21,000	25,000
Discounts Earned	967	1,000	1,000
Miscellaneous	(1,269)	0	0
Net Increase in Fair Value of Investment	433	0	0
Operating Transfers In	<u>95,545</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>124,779</u>	<u>22,000</u>	<u>26,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 1,740,806</u>	<u>\$ 1,746,600</u>	<u>\$ 1,782,000</u>

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**GOLF COURSE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0410 Golf Course Operating	\$ 1,049,244	\$ 1,014,640	\$ 1,037,845
0411 Pro Shop Operations	615,840	562,184	597,370
0415 Golf Course - Nondepartmental	327,392	288,757	305,598
0419 Golf Course - Interfund Transfer	<u>41,580</u>	<u>37,276</u>	<u>23,357</u>
<b>Total</b>	\$ <u><u>2,034,056</u></u>	\$ <u><u>1,902,857</u></u>	\$ <u><u>1,964,170</u></u>

**GOLF COURSE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES**  
**BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 615,695	31.346%
2000. COMMODITIES	343,200	17.473%
3000. CONTRACTUAL SERVICES	632,200	32.187%
4000. MAINTENANCE - STRUCTURES	37,000	1.884%
5000. MAINTENANCE - EQUIPMENT	13,500	0.687%
6000. MISCELLANEOUS	<u>322,575</u>	<u>16.423%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>1,964,170</u>	<u>100.000%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	0	0.000%
8000. EQUIPMENT	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>0</u>	<u>0.000%</u>
<b>GRAND TOTAL</b>	<u>\$ 1,964,170</u>	<u>100.000%</u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GOLF COURSE 440		COMMUNITY SERVICES 090	GOLF COURSE 0410	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 379,689	\$ 407,070
<b>2000. COMMODITIES</b>			55,900	55,700
<b>3000. CONTRACTUAL SERVICES</b>			536,551	527,575
<b>4000. MAINTENANCE - STRUCTURES</b>			30,000	35,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			12,500	12,500
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>1,014,640</u>	<u>1,037,845</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	0
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			<u>\$ 1,014,640</u>	<u>\$ 1,037,845</u>

FUNCTION: This division is responsible for minor construction, maintenance, development, and operation of the Municipal Golf Course and related activities.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Turf will be maintained to standards accepted by the golfing industry and within budget constraints.	97%	98%	98%
Plant 50 new trees yearly.	90%	100%	100%
Maintain a minimum of 125 golf carts for rental at any time.	80%	90%	95%

**DETAIL**

FUND		DEPARTMENT	UNIT	
GOLF COURSE		COMMUNITY SERVICES	GOLF COURSE	
440		090	0410	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 236,904	\$ 251,328
Overtime			9,592	9,592
Other Benefits			<u>133,193</u>	<u>146,150</u>
<b>TOTAL 1000</b>			<u>379,689</u>	<u>407,070</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			200	0
2120. Minor Equipment, Instruments & Tools			3,500	3,500
2130. Plant Lubrication & Supplies			1,200	1,200
2310. Janitor Supplies			4,000	3,000
2330. Chemicals & Insecticides			22,000	23,000
2520. Botanical & Agricultural Supplies			<u>25,000</u>	<u>25,000</u>
<b>TOTAL 2000</b>			<u>55,900</u>	<u>55,700</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas			6,000	5,500
3030. Light & Power			80,000	75,000
3040. Water			1,600	1,700
3210. Hire of Equipment - Garage - Vehicles			287,401	283,825
3212. Equipment Rental - External			2,400	2,400
3230. Laundry & Cleaning			1,800	1,800
3280. Temporary Help			150,500	150,500
3510. Travel			3,000	3,000
3520. Dues & Subscriptions			450	450
3530. Training, Registration Fees, Etc.			1,000	1,000
3920. Rent			<u>2,400</u>	<u>2,400</u>
<b>TOTAL 3000</b>			<u>536,551</u>	<u>527,575</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			25,000	25,000
4910. Standpipes, Tanks, Wells, Etc.			<u>5,000</u>	<u>10,000</u>
<b>TOTAL 4000</b>			<u>30,000</u>	<u>35,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			<u>12,500</u>	<u>12,500</u>
<b>TOTAL 5000</b>			<u>12,500</u>	<u>12,500</u>
<b>GRAND TOTAL</b>			<u>\$ 1,014,640</u>	<u>\$ 1,037,845</u>

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**PERSONNEL SCHEDULE**

FUND GOLF COURSE 440		DEPARTMENT COMMUNITY SERVICES 090		UNIT GOLF COURSE 0410	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Superintendent		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Maintenance Specialist		<u>5</u>	<u>5</u>	<u>5</u>	
	TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	
<b>CLERICAL</b>					
Pro Shop Assistant		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 251,328
LONGEVITY					6,276
SPECIAL PAY					5,151
OVERTIME					9,592
FRINGE BENEFITS					<u>134,723</u>
GRAND TOTAL		<u>7</u>	<u>7</u>	<u>7</u>	\$ <u>407,070</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
GOLF COURSE		COMMUNITY SERVICES	PRO SHOP OPERATIONS	
440		090	0411	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 188,984	\$ 208,625
2000. COMMODITIES			271,700	287,500
3000. CONTRACTUAL SERVICES			98,500	98,245
4000. MAINTENANCE - STRUCTURES			2,000	2,000
5000. MAINTENANCE - EQUIPMENT			1,000	1,000
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>562,184</u>	<u>597,370</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>562,184</u></u>	\$ <u><u>597,370</u></u>

FUNCTION: This division is responsible for minor construction, maintenance, development, and operation of the Municipal Golf Course and related activities.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Maintain tournament levels.	100%	97%	100%
Staff will resolve complaints within 24 hours.	95%	97%	98%
Offer 8 clinics a year.	90%	95%	95%



**DETAIL**

FUND		DEPARTMENT		UNIT	
GOLF COURSE 440		COMMUNITY SERVICES 090		PRO SHOP OPERATIONS 0411	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>					
<b>1000. PERSONNEL SERVICES</b>					
Salaries				\$ 125,844	\$ 133,513
Other Benefits				<u>63,140</u>	<u>75,112</u>
<b>TOTAL 1000</b>				<u>188,984</u>	<u>208,625</u>
<b>2000. COMMODITIES</b>					
2010. Office Supplies				2,200	2,500
2120. Minor Equipment, Instruments & Tools				500	500
2510. Recreational Supplies				0	4,500
2590. Cost of Goods Sold				<u>269,000</u>	<u>280,000</u>
<b>TOTAL 2000</b>				<u>271,700</u>	<u>287,500</u>
<b>3000. CONTRACTUAL SERVICES</b>					
3212. Equipment Rental - External				0	2,500
3220. Advertising				11,000	6,600
3240. Binding, Printing & Reproduction				4,000	2,500
3280. Temporary Help				50,000	54,000
3350. Bank Services				25,000	25,000
3390. Other Special Services				0	1,495
3510. Travel				1,500	1,500
3520. Dues & Subscriptions				1,000	1,000
3530. Training, Registration Fees, Etc.				5,000	2,650
3920. Rent				<u>1,000</u>	<u>1,000</u>
<b>TOTAL 3000</b>				<u>98,500</u>	<u>98,245</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>					
4010. Buildings & Grounds				<u>2,000</u>	<u>2,000</u>
<b>TOTAL 4000</b>				<u>2,000</u>	<u>2,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>					
5110. Machinery, Tools & Implements				<u>1,000</u>	<u>1,000</u>
<b>TOTAL 5000</b>				<u>1,000</u>	<u>1,000</u>
<b>GRAND TOTAL</b>				\$ <u><u>562,184</u></u>	\$ <u><u>597,370</u></u>

# PERSONNEL SCHEDULE

FUND GOLF COURSE 440		DEPARTMENT COMMUNITY SERVICES 090		UNIT PRO SHOP OPERATIONS 0411	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>SUPERVISORY</b>					
Head Golf Professional		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SKILLED CRAFT</b>					
Assistant Golf Pro		<u>2</u>	<u>2</u>	<u>2</u>	
	TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	
BASE SALARIES					\$ 133,513
LONGEVITY					2,376
SPECIAL PAY					3,800
FRINGE BENEFITS					<u>68,936</u>
GRAND TOTAL		<u>3</u>	<u>3</u>	<u>3</u>	\$ <u>208,625</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GOLF COURSE		COMMUNITY SERVICES	NONDEPARTMENTAL	
440		090	0415	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			6,637	6,380
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>282,120</u>	<u>299,218</u>
<b>SUBTOTAL</b>			<u>288,757</u>	<u>305,598</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>288,757</u></u>	\$ <u><u>305,598</u></u>

FUNCTION: The division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Golf Course Fund department.

**DETAIL**

FUND GOLF COURSE 440	DEPARTMENT COMMUNITY SERVICES 090	UNIT NONDEPARTMENTAL 0415	
CLASSIFICATION		BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>			
<b>3000. CONTRACTUAL SERVICES</b>			
3110. Insurance - External		\$ 1,904	\$ 1,891
3112. General Liability Self-Insurance		5,893	6,562
3125. Workers Compensation		-3,260	-4,173
3440. External Audit Fees		<u>2,100</u>	<u>2,100</u>
<b>TOTAL 3000</b>		<u>6,637</u>	<u>6,380</u>
<b>6000. MISCELLANEOUS</b>			
6202. General Fund Services		82,120	99,218
6910. Depreciation Expense		<u>200,000</u>	<u>200,000</u>
<b>TOTAL 6000</b>		<u>282,120</u>	<u>299,218</u>
<b>GRAND TOTAL</b>		\$ <u><u>288,757</u></u>	\$ <u><u>305,598</u></u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GOLF COURSE		COMMUNITY SERVICES	INTERFUND TRANSFER	
440		090	0419	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>37,276</u>	<u>23,357</u>
<b>SUBTOTAL</b>			<u>37,276</u>	<u>23,357</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>37,276</u></u>	\$ <u><u>23,357</u></u>

FUNCTION: The division accounts for the transfers to support miscellaneous projects financed by operating funds.

## DETAIL

FUND		DEPARTMENT		UNIT	
GOLF COURSE 440		COMMUNITY SERVICES 090		INTERFUND TRANSFER 0419	
CLASSIFICATION				BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>					
<b>6000. MISCELLANEOUS</b>					
6357. Golf Player Facility Charge				\$ 37,276	\$ 23,357
<b>TOTAL 6000</b>				37,276	23,357
<b>GRAND TOTAL</b>				\$ 37,276	\$ 23,357

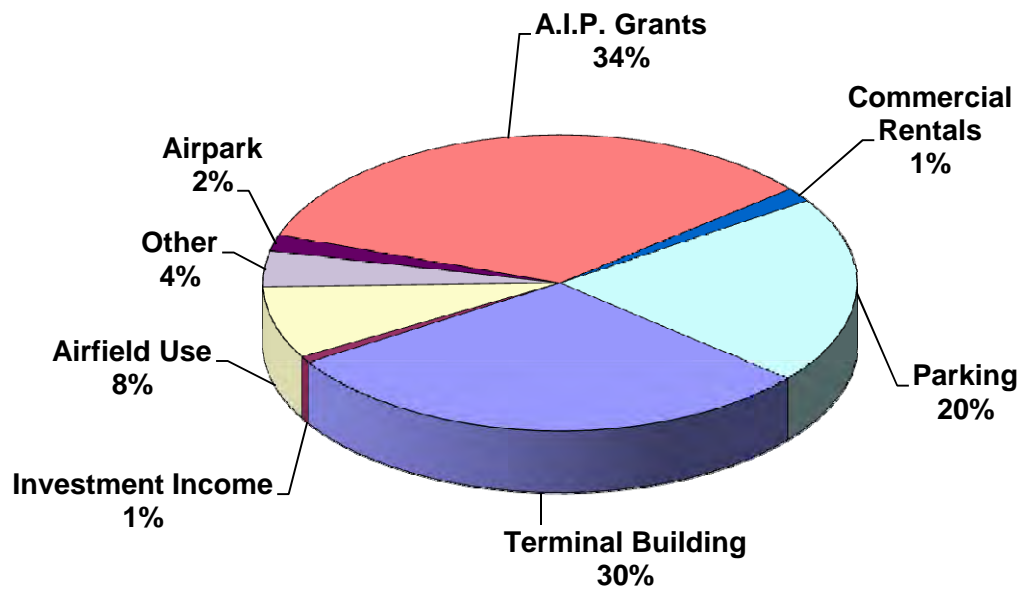


**SECTION VIII**

**AIRPORT FUND**

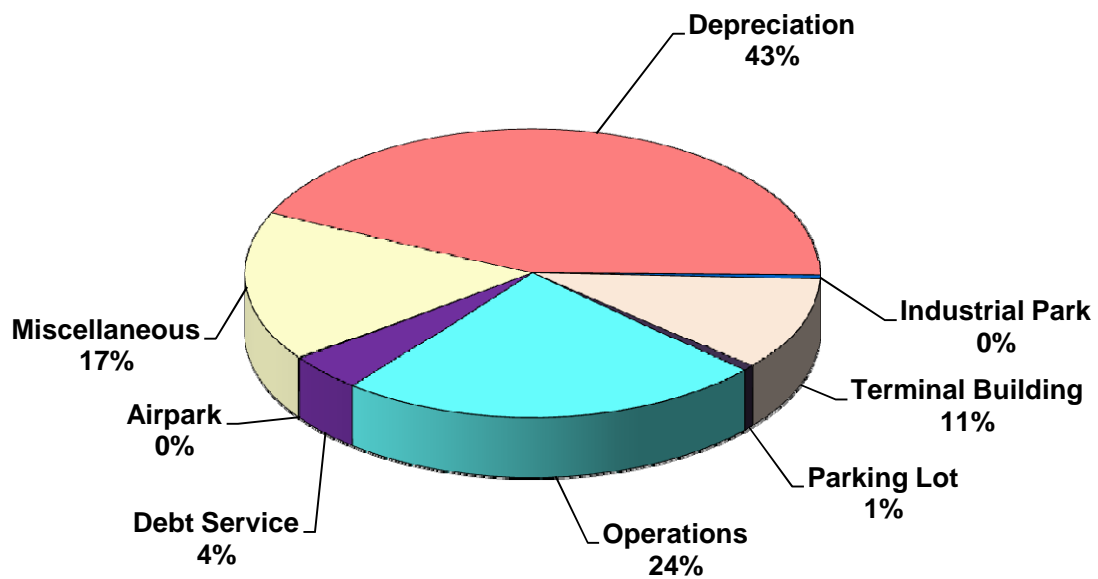


**Airport Fund Revenues  
As Budgeted For Fiscal Year 2012**



\$9,443,800

**Airport Fund Expenses  
As Budgeted For Fiscal Year 2012**



\$10,783,671

# AIRPORT FUND REVENUE AND RECEIPTS

	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>PARKING FEES</b>			
Parking Lot	\$ 1,792,906	\$ 1,809,523	\$ 1,906,500
Off Airport Parking	<u>22,409</u>	<u>30,000</u>	<u>26,000</u>
<b>Total Parking Fees</b>	<u>1,815,315</u>	<u>1,839,523</u>	<u>1,932,500</u>
<b>AIRPORT REVENUE</b>			
Commercial Rentals	144,567	144,000	146,000
Aviation Rentals	211,114	220,000	221,000
Terminal Building Rentals	2,658,053	2,825,000	2,820,000
Landing Fees	424,918	425,000	426,000
Gas and Oil Commissions	84,603	82,000	95,000
Airline Jetway and Carrousel	<u>5,681</u>	<u>3,000</u>	<u>5,000</u>
<b>Total Airport Revenue</b>	<u>3,528,936</u>	<u>3,699,000</u>	<u>3,713,000</u>
<b>AIR PARK</b>			
Aviation	143,856	142,600	146,000
Oil and Gas	<u>14,468</u>	<u>15,000</u>	<u>17,500</u>
<b>Total Air Park</b>	<u>158,324</u>	<u>157,600</u>	<u>163,500</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest	76,100	65,000	65,000
Farm	0	0	2,000
Water Royalty	51,473	45,000	53,000
Miscellaneous	150,656	155,100	311,800
Discounts Earned	2,550	3,000	2,500
Recovery of Damages to City Property	12,393	0	500
Net Increase in Fair Value of Investment	<u>1,669</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>294,841</u>	<u>268,100</u>	<u>434,800</u>
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS</b>			
Government Contributions	280,419	3,200,000	3,200,000
Interfund Transfers	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Contributions and Transfers</b>	<u>280,419</u>	<u>3,200,000</u>	<u>3,200,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 6,077,835</u>	<u>\$ 9,164,223</u>	<u>\$ 9,443,800</u>

**AIRPORT FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0500 Airport - Operations	\$ 2,427,079	\$ 2,507,540	\$ 2,663,434
0505 Airport - Terminal Building	922,413	1,103,078	1,126,378
0510 Airport - Parking Lot	43,158	66,375	70,240
0515 Airport - Air Park	7,260	10,300	10,300
0520 Airport - Industrial Park	30,921	39,350	45,850
0545 Airport - Nondepartmental	5,870,037	5,951,751	6,409,507
0549 Airport - Interfund Transfer	<u>1,215,398</u>	<u>669,952</u>	<u>457,962</u>
<b>Total</b>	\$ <u>10,516,266</u>	\$ <u>10,348,346</u>	\$ <u>10,783,671</u>

**AIRPORT FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 1,993,530	18.487%
2000. COMMODITIES	95,600	0.887%
3000. CONTRACTUAL SERVICES	1,754,250	16.268%
4000. MAINTENANCE - STRUCTURES	107,750	0.999%
5000. MAINTENANCE - EQUIPMENT	69,200	0.642%
6000. MISCELLANEOUS	<u>6,720,962</u>	<u>62.324%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>10,741,292</u>	<u>99.607%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	2,500	0.023%
8000. EQUIPMENT	<u>39,879</u>	<u>0.370%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>42,379</u>	<u>0.393%</u>
<b>GRAND TOTAL</b>	<u><u>\$ 10,783,671</u></u>	<u><u>100.000%</u></u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
AIRPORT 500		AIRPORT 500	AIRPORT OPERATIONS 0500	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,900,112	\$ 1,993,530
<b>2000. COMMODITIES</b>			68,450	73,450
<b>3000. CONTRACTUAL SERVICES</b>			506,090	547,415
<b>4000. MAINTENANCE - STRUCTURES</b>			22,600	23,700
<b>5000. MAINTENANCE - EQUIPMENT</b>			5,800	5,800
<b>6000. MISCELLANEOUS</b>			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>2,503,052</u>	<u>2,643,895</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	2,500
<b>8000. EQUIPMENT</b>			<u>4,488</u>	<u>17,039</u>
<b>SUBTOTAL</b>			<u>4,488</u>	<u>19,539</u>
<b>TOTAL</b>			<u>\$ 2,507,540</u>	<u>\$ 2,663,434</u>

FUNCTION: The division, under the direct supervision of the Aviation Director, is responsible for providing for the safety and convenience of the flying public. It is also responsible for the operation and maintenance of the runways, roads, ramps, electrical systems, and the repair and maintenance of warehouses, hangers, and buildings in the "aviation use area".

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Answer public inquiries within 2 working days.	97%	100%	100%
Answer industry surveys within two weeks.	97%	97%	100%
Complete tenant work orders within 2 working days; and complete airfield work orders within 1 working day.	80%	85%	100%
To lease all available airport owned property.	98%	98%	100%
Maintain zero discrepancies in FAA part 139 inspections.	100%	100%	100%

**DETAIL**

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DETAIL				309
FUND		DEPARTMENT		UNIT
AIRPORT 500		AIRPORT 500		AIRPORT OPERATIONS 0500
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 1,226,484	\$ 1,299,172
Overtime			20,600	20,600
Other Benefits			<u>653,028</u>	<u>673,758</u>
TOTAL 1000			<u>1,900,112</u>	<u>1,993,530</u>
2000. COMMODITIES				
2010. Office Supplies			10,000	10,000
2020. Educational & Training Supplies			400	5,400
2110. Motor Vehicle Supplies			1,500	1,500
2120. Minor Equipment, Instruments & Tools			3,000	3,000
2130. Plant Lubrication & Supplies			400	400
2140. Electrical Parts & Supplies			1,800	1,800
2155. Minor Computer Hardware & Peripherals			2,150	2,150
2160. Computer Software & Supplies			1,500	1,500
2170. Welding Supplies			800	800
2310. Janitorial Supplies			1,400	1,400
2320. Medical Supplies			350	350
2330. Chemicals & Insecticides			2,500	2,500
2570. Clothing, Dry Goods, Etc.			3,700	3,700
2600. Ice Control Supplies			27,000	27,000
2620. Postage			150	150
2630. Security Badges & Decal Supplies			11,000	11,000
2640. Safety Supplies & Minor Equipment			<u>800</u>	<u>800</u>
TOTAL 2000			<u>68,450</u>	<u>73,450</u>
3000. CONTRACTUAL SERVICES				
3010. Communications			32,000	32,767
3020. Heat & Natural Gas			9,500	8,000
3030. Light & Power			52,000	50,000
3210. Hire of Equipment - Garage - Vehicles			163,450	191,248
3212. Equipment Rental - External			4,800	4,800
3213. Hire of Equipment - Technology Fund			0	360
3220. Advertising			31,000	31,000
3280. Temporary Help			130,000	130,000
3350. Bank Services			38,000	41,000
3360. Special Postage & Express Shipping			1,800	1,800
3390. Other Special Services			7,400	13,440
3510. Travel			17,740	21,400
3520. Dues & Subscriptions			11,200	11,200
3530. Training, Registration Fees, Etc.			5,200	8,400
3920. Rent			<u>2,000</u>	<u>2,000</u>
TOTAL 3000			<u>506,090</u>	<u>547,415</u>

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	AIRPORT OPERATIONS	
500		500	0500	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 2,400	\$ 4,500
4012. Security Fencing			6,000	5,000
4220. Streets, Roadways, Etc.			1,200	1,200
4230. Runways & Associated Lighting			<u>13,000</u>	<u>13,000</u>
<b>TOTAL 4000</b>			<u>22,600</u>	<u>23,700</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			500	500
5110. Machinery, Tools & Implements			2,000	2,000
5120. Instruments & Apparatus - Major			<u>3,300</u>	<u>3,300</u>
<b>TOTAL 5000</b>			<u>5,800</u>	<u>5,800</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7070. Other Improvements			<u>0</u>	<u>2,500</u>
<b>TOTAL 7000</b>			<u>0</u>	<u>2,500</u>
<b>8000. EQUIPMENT</b>				
8490. Data Processing Equipment			4,488	2,039
8850. Other Equipment			<u>0</u>	<u>15,000</u>
<b>TOTAL 8000</b>			<u>4,488</u>	<u>17,039</u>
<b>GRAND TOTAL</b>			<u>\$ 2,507,540</u>	<u>\$ 2,663,434</u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
AIRPORT 500		AIRPORT 500		AIRPORT OPERATIONS 0500	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Aviation Director		1	1	1	
Deputy Aviation Director		1	1	1	
Accounting Manager		1	1	1	
AOCC Manager		1	1	1	
Superintendent		1	1	1	
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>	
<b>TECHNICAL</b>					
Airport Operation Agent		4	4	4	
Aviation Operation Supervisor		4	4	4	
Electronics Specialist		1	1	1	
Electronics Technician		1	1	1	
HVAC Specialist		1	1	1	
TOTAL		<u>11</u>	<u>11</u>	<u>11</u>	
<b>SUPERVISORY</b>					
Cashier		1	1	1	
Labor Supervisor		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>SKILLED CRAFT</b>					
Building Maintenance Specialist		1	1	1	
Welder		1	1	1	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>					
Cashier		5	5	5	
Maintenance Specialist		5	5	5	
TOTAL		<u>10</u>	<u>10</u>	<u>10</u>	
<b>CLERICAL</b>					
Account Clerk		1	1	1	
Administrative Assistant		2	2	2	
Records Specialist		1	1	1	
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>	



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**PERSONNEL SCHEDULE**

FUND		DEPARTMENT		UNIT	
AIRPORT 500		AIRPORT 500		AIRPORT OPERATIONS 0500	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
BASE SALARIES					\$ 1,299,172
LONGEVITY					22,248
SPECIAL PAY					7,703
CAR ALLOWANCE					40,200
OVERTIME					20,600
FRINGE BENEFITS					<u>603,607</u>
GRAND TOTAL		<u>34</u>	<u>34</u>	<u>34</u>	\$ <u>1,993,530</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	TERMINAL BUILDING	
500		500	0505	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			11,200	11,200
3000. CONTRACTUAL SERVICES			986,578	984,978
4000. MAINTENANCE - STRUCTURES			52,000	63,600
5000. MAINTENANCE - EQUIPMENT			53,300	46,700
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>1,103,078</u>	<u>1,106,478</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>19,900</u>
SUBTOTAL			<u>0</u>	<u>19,900</u>
TOTAL			\$ <u><u>1,103,078</u></u>	\$ <u><u>1,126,378</u></u>

FUNCTION: The division is responsible for providing for the convenience and necessities of the flying public and other persons using the Terminal Building and surrounding area. It is also responsible for the repair and maintenance, and operation of the Terminal Building, car rental building, and the control tower.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	TERMINAL BUILDING	
500		500	0505	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2120. Minor Equipment, Instruments & Tools			\$ 2,200	\$ 2,200
2140. Electrical Parts & Supplies			8,200	8,200
2330. Chemicals & Insecticides			<u>800</u>	<u>800</u>
TOTAL 2000			<u>11,200</u>	<u>11,200</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			0	1,400
3020. Heat & Natural Gas			65,000	60,000
3030. Light & Power			400,000	400,000
3040. Water			56,000	56,000
3235. Janitorial Supplies			437,728	437,728
3310. Exterminator			3,900	3,900
3390. Other Special Services			<u>23,950</u>	<u>25,950</u>
TOTAL 3000			<u>986,578</u>	<u>984,978</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			36,000	47,600
4230. Runways & Associated Lighting			<u>16,000</u>	<u>16,000</u>
TOTAL 4000			<u>52,000</u>	<u>63,600</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			37,300	30,700
5120. Instruments & Apparatus - Major			8,000	8,000
5610. Jetways			6,500	6,500
5620. Baggage Carrousel			<u>1,500</u>	<u>1,500</u>
TOTAL 5000			<u>53,300</u>	<u>46,700</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8490. Data Processing Equipment			0	4,800
8530. Other Equipment			<u>0</u>	<u>15,100</u>
TOTAL 8000			<u>0</u>	<u>19,900</u>
<b>GRAND TOTAL</b>			<u>\$ 1,103,078</u>	<u>\$ 1,126,378</u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	PARKING LOT 0510	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			9,325	9,850
3000. CONTRACTUAL SERVICES			33,850	34,250
4000. MAINTENANCE - STRUCTURES			11,500	11,500
5000. MAINTENANCE - EQUIPMENT			11,700	11,700
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>66,375</u>	<u>67,300</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>2,940</u>
SUBTOTAL			<u>0</u>	<u>2,940</u>
TOTAL			\$ <u><u>66,375</u></u>	\$ <u><u>70,240</u></u>

FUNCTION: The division is responsible for the operation and policing of the parking lot during the hours the Terminal Building is open for business.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	PARKING LOT	
500		500	0510	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2010. Office Supplies			\$ 700	\$ 700
2120. Minor Equipment, Instruments & Tools			700	700
2140. Electrical Parts & Supplies			675	1,200
2310. Janitorial Supplies			350	350
2410. Traffic Supplies			100	100
2570. Clothing, Uniforms			1,200	1,200
2580. Ticket Supplies			<u>5,600</u>	<u>5,600</u>
<b>TOTAL 2000</b>			<u>9,325</u>	<u>9,850</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			28,000	28,000
3040. Water			1,500	1,500
3212. Equipment Rental			1,200	1,200
3290. Armored Car Services			2,900	3,300
3325. Towing Charges			<u>250</u>	<u>250</u>
<b>TOTAL 3000</b>			<u>33,850</u>	<u>34,250</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			2,500	2,500
4230. Runways & Associated Lighting			<u>9,000</u>	<u>9,000</u>
<b>TOTAL 4000</b>			<u>11,500</u>	<u>11,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5100. Data Processing Equipment			<u>11,700</u>	<u>11,700</u>
<b>TOTAL 5000</b>			<u>11,700</u>	<u>11,700</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>8000. EQUIPMENT</b>				
8490. Data Processing Equipment			<u>0</u>	<u>2,940</u>
<b>TOTAL 8000</b>			<u>0</u>	<u>2,940</u>
<b>GRAND TOTAL</b>			\$ <u><u>66,375</u></u>	\$ <u><u>70,240</u></u>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	AIR PARK 0515	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			500	500
3000. CONTRACTUAL SERVICES			6,600	6,600
4000. MAINTENANCE - STRUCTURES			3,200	3,200
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
SUBTOTAL			<u>10,300</u>	<u>10,300</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>10,300</u></u>	\$ <u><u>10,300</u></u>

FUNCTION: The division carries out activities related to the repair, maintenance, and operation of the Air Park.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT 500		AIRPORT 500	AIR PARK 0515	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2140. Electrical Parts & Supplies			\$ 500	\$ 500
<b>TOTAL 2000</b>			<u>500</u>	<u>500</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3030. Light & Power			6,500	6,500
3390. Other Special Services			<u>100</u>	<u>100</u>
<b>TOTAL 3000</b>			<u>6,600</u>	<u>6,600</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			2,500	2,500
4230. Runways & Associated Lighting			<u>700</u>	<u>700</u>
<b>TOTAL 4000</b>			<u>3,200</u>	<u>3,200</u>
<b>GRAND TOTAL</b>			\$ <u><u>10,300</u></u>	\$ <u><u>10,300</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
AIRPORT 500		AIRPORT 500	INDUSTRIAL PARK 0520	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	600
3000. CONTRACTUAL SERVICES			32,000	34,500
4000. MAINTENANCE - STRUCTURES			5,350	5,750
5000. MAINTENANCE - EQUIPMENT			2,000	5,000
6000. MISCELLANEOUS			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>39,350</u>	<u>45,850</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>39,350</u></u>	\$ <u><u>45,850</u></u>

FUNCTION: The division is under the general supervision of the Director of Airports. The employees of this division assist in the maintenance of buildings and grounds in the Industrial Park area to Air Terminal.



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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	INDUSTRIAL PARK	
500		500	0520	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2140. Electrical Parts & Supplies			\$ 0	\$ 600
<b>TOTAL 2000</b>			<u>0</u>	<u>600</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas			4,500	7,000
3030. Light & Power			20,000	20,000
3040. Water			<u>7,500</u>	<u>7,500</u>
<b>TOTAL 3000</b>			<u>32,000</u>	<u>34,500</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			4,600	5,000
4230. Runways & Lightings			<u>750</u>	<u>750</u>
<b>TOTAL 4000</b>			<u>5,350</u>	<u>5,750</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			<u>2,000</u>	<u>5,000</u>
<b>TOTAL 5000</b>			<u>2,000</u>	<u>5,000</u>
<b>GRAND TOTAL</b>			\$ <u><u>39,350</u></u>	\$ <u><u>45,850</u></u>

**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
AIRPORT 500		AIRPORT 500	NONDEPARTMENTAL 0545	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			145,465	146,507
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>5,806,286</u>	<u>6,263,000</u>
<b>SUBTOTAL</b>			<u>5,951,751</u>	<u>6,409,507</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>5,951,751</u></u>	\$ <u><u>6,409,507</u></u>

FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Airport Fund department.

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**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	NONDEPARTMENTAL	
500		500	0545	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3110. Insurance - External			\$ 92,913	\$ 82,515
3112. General Liability Self-Insurance			32,463	34,389
3121. City Share - Retiree Insurance			12,669	13,302
3125. Workers Compensation			-14,880	-18,999
3390. Other Special Services			500	500
3440. External Audit Fees			20,000	33,000
3450. Consulting Fees			<u>1,800</u>	<u>1,800</u>
<b>TOTAL 3000</b>			<u>145,465</u>	<u>146,507</u>
<b>6000. MISCELLANEOUS</b>				
6155. Foreign Trade Zone			168,000	168,000
6202. General Fund Services			1,425,286	1,418,000
6910. Depreciation Expense			<u>4,213,000</u>	<u>4,677,000</u>
<b>TOTAL 6000</b>			<u>5,806,286</u>	<u>6,263,000</u>
<b>GRAND TOTAL</b>			<u>\$ 5,951,751</u>	<u>\$ 6,409,507</u>

**SUMMARY**

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FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	INTERFUND TRANSFER	
500		500	0549	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>669,952</u>	<u>457,962</u>
SUBTOTAL			<u>669,952</u>	<u>457,962</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>0</u>	<u>0</u>
TOTAL			\$ <u><u>669,952</u></u>	\$ <u><u>457,962</u></u>

FUNCTION: This division accounts for the transfers to the Airport Debt Service accounts and transfers to support miscellaneous projects financed by operating funds.

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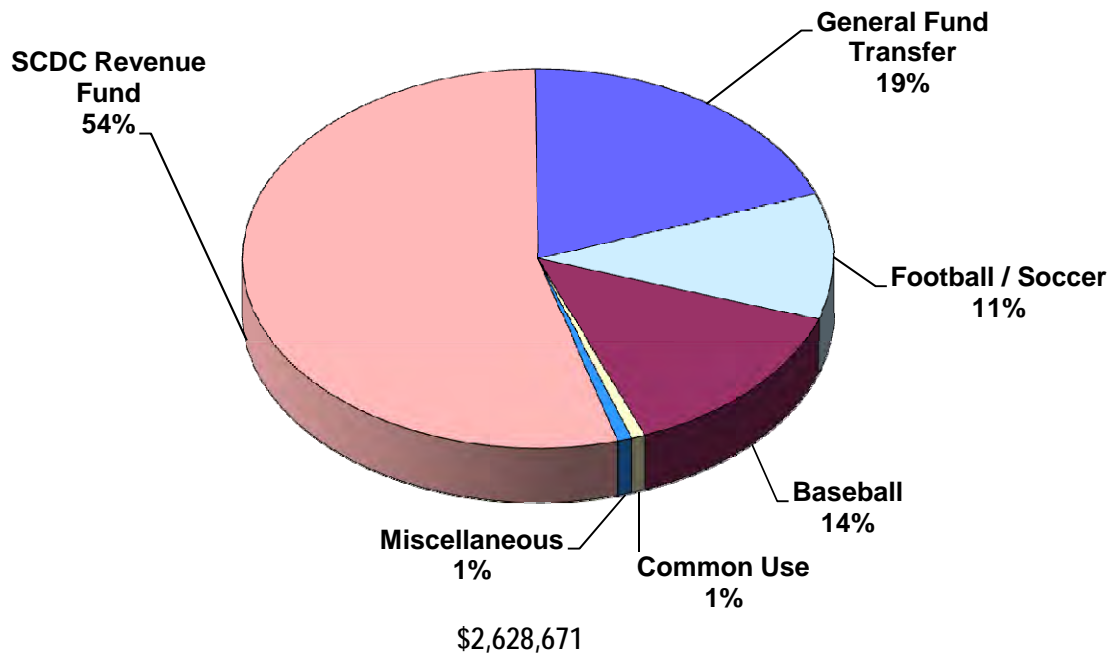
**DETAIL**

FUND		DEPARTMENT	UNIT	
AIRPORT		AIRPORT	INTERFUND TRANSFER	
500		500	0549	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>6000. MISCELLANEOUS</b>				
6365. Airport Construction Fund			\$ 171,123	\$ 0
6374. 2006A Airport General Obligation Refunding			<u>498,829</u>	<u>457,962</u>
<b>TOTAL 6000</b>			<u>669,952</u>	<u>457,962</u>
<b>GRAND TOTAL</b>			\$ <u><u>669,952</u></u>	\$ <u><u>457,962</u></u>

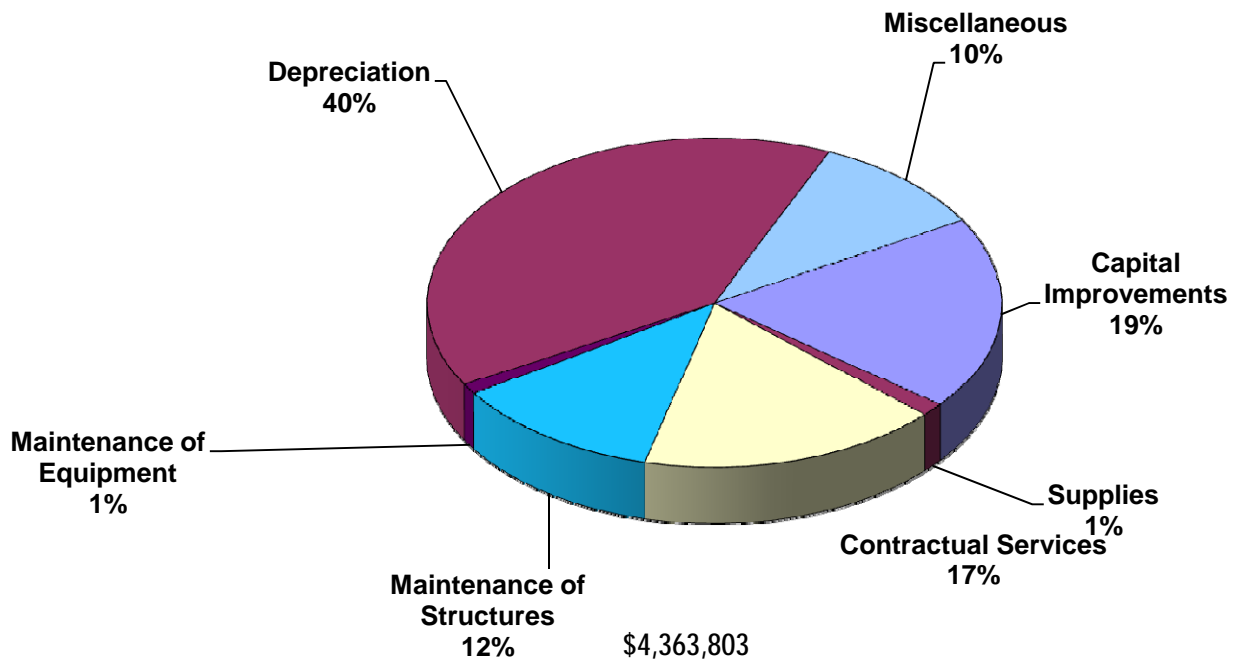
**SECTION IX**

**SCHARBAUER SPORTS COMPLEX FUND**

### Scharbauer Sports Complex Fund Revenues As Budgeted For Fiscal Year 2012



### Scharbauer Sports Complex Fund Expenses As Budgeted For Fiscal Year 2012



# SCHARBAUER SPORTS COMPLEX FUND

## REVENUE AND RECEIPTS

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	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
<b>FOOTBALL/SOCCER STADIUM</b>			
MISD Rental	\$ 54,500	\$ 54,500	\$ 54,500
MISD Operating Contribution	30,000	30,000	30,000
Football Concession	11,060	12,000	13,000
Naming Rights-Football	48,750	48,750	48,750
Advertising-Football	71,250	82,000	90,000
Other Rental-Football	28,058	24,000	45,000
Total Football/Soccer Stadium	243,618	251,250	281,250
<b>BASEBALL STADIUM</b>			
Rockhound Rental	177,684	182,000	185,600
Other Rental-Baseball	8,690	10,000	13,000
Baseball Concession	2,422	8,000	3,000
Naming Rights-Baseball	84,994	84,994	87,118
Advertising-Baseball	74,525	60,000	78,000
Total Baseball Stadium	348,315	344,994	366,718
<b>COMMON AREAS</b>			
Other Rental-Common Areas	2,750	7,500	8,000
Advertising-Common Areas	0	0	12,000
Total Common Areas	2,750	7,500	20,000
<b>NONOPERATING AND OTHER REVENUES</b>			
Interest	14,145	7,000	8,000
Net Increase in Fair Value of Investment	694	0	0
Miscellaneous	15,265	12,600	12,600
Gain/Loss on Sale of Fixed Assets	392	0	0
Interfund Transfers	742,043	1,036,248	1,940,103
Total Nonoperating and Other Revenue	772,539	1,055,848	1,960,703
<b>TOTAL REVENUE AND RECEIPTS</b>	\$ 1,367,222	\$ 1,659,592	\$ 2,628,671



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**SCHARBAUER SPORTS COMPLEX FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0625 Nondepartmental	\$ 3,063,381	\$ 3,466,592	\$ 4,363,803
0629 Interfund Transfer	<u>140,000</u>	<u>0</u>	<u>0</u>
<b>Total</b>	\$ <u><u>3,203,381</u></u>	\$ <u><u>3,466,592</u></u>	\$ <u><u>4,363,803</u></u>

**SCHARBAUER SPORTS COMPLEX FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

329

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 0	0.000%
2000. COMMODITIES	56,800	1.302%
3000. CONTRACTUAL SERVICES	742,252	17.009%
4000. MAINTENANCE - STRUCTURES	519,000	11.893%
5000. MAINTENANCE - EQUIPMENT	45,000	1.031%
6000. MISCELLANEOUS	<u>2,175,751</u>	<u>49.859%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>3,538,803</u>	<u>81.094%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	325,000	7.448%
8000. EQUIPMENT	<u>500,000</u>	<u>11.458%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>825,000</u>	<u>18.906%</u>
<b>GRAND TOTAL</b>	<u>\$ 4,363,803</u>	<u>100.000%</u>

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**SUMMARY**

<b>FUND</b> SCHARBAUER SPORTS CMLX 620		<b>DEPARTMENT</b> SPORTS COMPLEX 620	<b>UNIT</b> NONDEPARTMENTAL 0625	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 0	\$ 0
<b>2000. COMMODITIES</b>			22,250	56,800
<b>3000. CONTRACTUAL SERVICES</b>			722,239	742,252
<b>4000. MAINTENANCE - STRUCTURES</b>			450,000	519,000
<b>5000. MAINTENANCE - EQUIPMENT</b>			0	45,000
<b>6000. MISCELLANEOUS</b>			<u>2,272,103</u>	<u>2,175,751</u>
<b>SUBTOTAL</b>			<u>3,466,592</u>	<u>3,538,803</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			0	325,000
<b>8000. EQUIPMENT</b>			<u>0</u>	<u>500,000</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>825,000</u>
<b>TOTAL</b>			\$ <u><u>3,466,592</u></u>	\$ <u><u>4,363,803</u></u>

FUNCTION: This division was established to account for all expense items that are not found exclusively within the functional responsibilities of any one Scharbauer Sports Complex department.

**DETAIL**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
SCHARBAUER SPORTS COMPLEX		SPORTS COMPLEX	NONDEPARTMENTAL	
620		620	0625	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b><u>OPERATING SERVICES</u></b>				
<b>2000. COMMODITIES</b>				
2010. Office Supplies			\$ 200	\$ 0
2115. Minor Furniture			0	25,000
2120. Minor Equipment, Instruments & Tools			5,300	5,300
2130. Plant Lubrication			250	1,000
2140. Electrical Parts & Supplies			8,000	10,000
2310. Janitorial Supplies			8,000	10,000
2320. Medical Supplies			0	500
2330. Chemicals & Insecticides			0	5,000
2520. Botanical & Agricultural			500	0
<b>TOTAL 2000</b>			<u>22,250</u>	<u>56,800</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3010. Communication			1,600	1,600
3020. Heat & Natural Gas			14,000	14,000
3030. Light & Power			300,000	300,000
3040. Water			90,000	90,000
3110. Insurance - External			28,616	24,968
3112. General Liability Self-Insurance			5,411	6,210
3210. Hire of Equipment			6,862	38,224
3212. Equipment Rental - External			5,000	5,000
3220. Advertising			25,000	0
3235. Janitorial Services			75,000	100,000
3310. Exterminator			0	2,500
3315. Security Services			10,000	1,500
3360. Postage & Shipping			0	250
3370. Grounds Maintenance			46,000	46,000
3390. Other Special Services			100,000	100,000
3440. External Audit Fees			10,750	12,000
3450. Consulting Fees			4,000	0
<b>TOTAL 3000</b>			<u>722,239</u>	<u>742,252</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			450,000	509,000
4940. Irrigation Equipment			0	10,000
<b>TOTAL 4000</b>			<u>450,000</u>	<u>519,000</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5010. Heating & Cooling System			0	15,000
5120. Instruments & Apparatus - Major			0	30,000
<b>TOTAL 5000</b>			<u>0</u>	<u>45,000</u>

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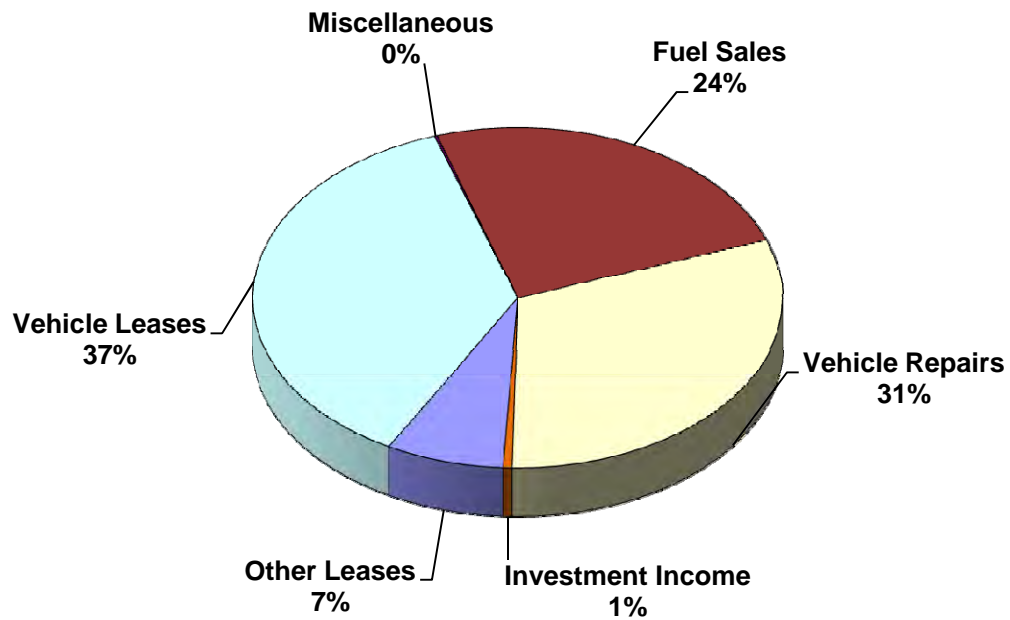
**DETAIL**

FUND		DEPARTMENT	UNIT	
SCHARBAUER SPORTS COMPLEX		SPORTS COMPLEX	NONDEPARTMENTAL	
620		620	0625	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>6000. MISCELLANEOUS</b>				
6130. Convention Bureau - Chamber of Commere			\$ 24,000	\$ 0
6186. Midland Rockhounds			51,000	68,000
6202. General Fund Services			390,103	372,595
6910. Depreciation Expense			<u>1,807,000</u>	<u>1,735,156</u>
<b>TOTAL 6000</b>			<u>2,272,103</u>	<u>2,175,751</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7860. Other Improvement Other Than Buildings			<u>0</u>	<u>325,000</u>
<b>TOTAL 7000</b>			<u>0</u>	<u>325,000</u>
<b>8000. EQUIPMENT</b>				
8481. Communication & Video Equipment			<u>0</u>	<u>500,000</u>
<b>TOTAL 8000</b>			<u>0</u>	<u>500,000</u>
<b>GRAND TOTAL</b>			<u>\$ 3,466,592</u>	<u>\$ 4,363,803</u>

**SECTION X**

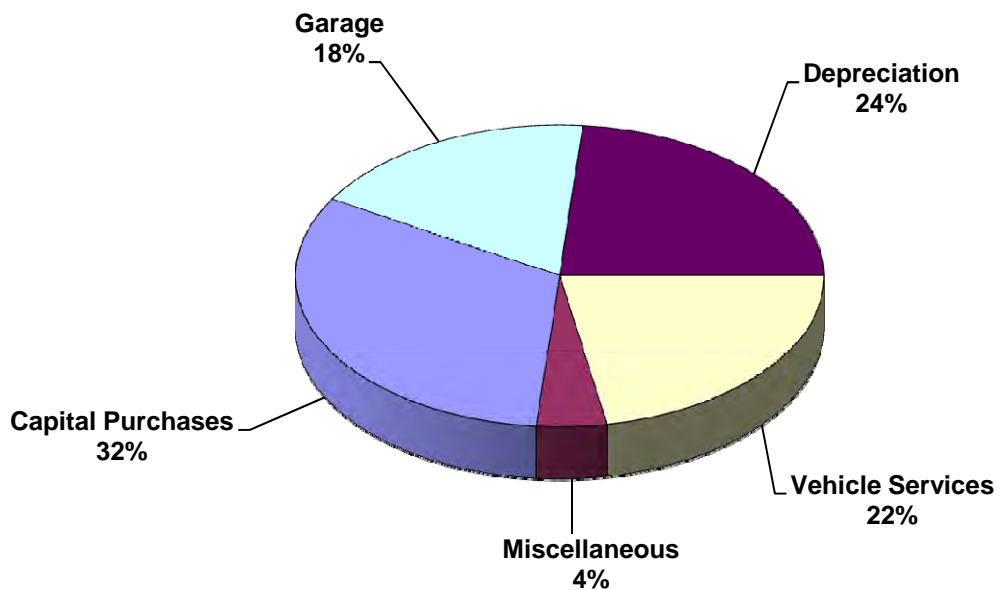
**GARAGE FUND**

**Garage Fund Revenues  
As Budgeted For Fiscal Year 2012**



\$13,513,084

**Garage Fund Expenses  
As Budgeted For Fiscal Year 2012**



\$15,707,531

# **GARAGE FUND REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>INTERFUND CHARGES</b>			
Motor Vehicle Repairs	\$ 3,295,557	\$ 3,425,341	\$ 4,172,740
Motor Vehicle Lease	4,060,494	4,989,161	4,977,463
Fuel	2,006,057	2,160,199	3,293,199
Equipment Lease-Other	<u>906,481</u>	<u>983,793</u>	<u>973,482</u>
<b>Total Interfund Charges</b>	<u>10,268,589</u>	<u>11,558,494</u>	<u>13,416,884</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Sale of Surplus Equipment	15,826	95,000	20,000
Interest Income	155,313	65,000	75,000
Recovery - Damages/City Property	93,036	30,000	0
Net Increase in Fair Value of Investment	4,695	0	0
Miscellaneous	<u>88,614</u>	<u>12,000</u>	<u>1,200</u>
<b>Total Nonoperating and Other Revenue</b>	<u>357,484</u>	<u>202,000</u>	<u>96,200</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u>\$ 10,626,073</u>	<u>\$ 11,760,494</u>	<u>\$ 13,513,084</u>



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**GARAGE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0751 Facilities & Fleet Mgmt - Vehicle Service	\$ 2,752,521	\$ 2,966,453	\$ 3,505,351
0752 Facilities & Fleet Mgmt - Garage	5,973,641	6,558,568	7,903,805
0755 Facilities & Fleet Mgmt - Nondepartmental	3,567,661	4,274,890	4,298,375
0759 Facilities & Fleet Mgmt - Interfund Transfer	<u>12,997</u>	<u>0</u>	<u>0</u>
<b>Total</b>	\$ <u>12,306,820</u>	\$ <u>13,799,911</u>	\$ <u>15,707,531</u>

**GARAGE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES**  
**BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 1,784,947	11.364%
2000. COMMODITIES	3,156,413	20.095%
3000. CONTRACTUAL SERVICES	647,901	4.125%
4000. MAINTENANCE - STRUCTURES	16,500	0.105%
5000. MAINTENANCE - EQUIPMENT	964,250	6.139%
6000. MISCELLANEOUS	<u>4,098,070</u>	<u>26.089%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>10,668,081</u>	<u>67.917%</u>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	51,500	0.328%
8000. EQUIPMENT	<u>4,987,950</u>	<u>31.755%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>5,039,450</u>	<u>32.083%</u>
<b>GRAND TOTAL</b>	<u>\$ 15,707,531</u>	<u>100.000%</u>

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**SUMMARY**

FUND		DEPARTMENT	UNIT	
GARAGE		GENERAL SERVICES	VEHICLE SERVICE	
750		040	0751	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 630,768	\$ 645,402
2000. COMMODITIES			2,206,463	2,721,263
3000. CONTRACTUAL SERVICES			60,722	69,686
4000. MAINTENANCE - STRUCTURES			4,000	4,000
5000. MAINTENANCE - EQUIPMENT			38,000	56,000
6000. MISCELLANEOUS			<u>1,500</u>	<u>1,500</u>
SUBTOTAL			<u>2,941,453</u>	<u>3,497,851</u>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			25,000	7,500
8000. EQUIPMENT			<u>0</u>	<u>0</u>
SUBTOTAL			<u>25,000</u>	<u>7,500</u>
TOTAL			\$ <u><u>2,966,453</u></u>	\$ <u><u>3,505,351</u></u>

FUNCTION: This division is responsible for all the activities you would normally expect at a service station, including road service, for the entire City fleet. It's primary function is to provide preventative maintenance services.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Oil change on light vehicles to be completed in 30 minutes or less on the average.	97%	97%	99%
All road calls will be completed within 1 hour.	96%	95%	96%
No down time on equipment left in the yard at night.	98%	97%	98%

## DETAIL

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FUND		DEPARTMENT	UNIT	
GARAGE		GENERAL SERVICES	VEHICLE SERVICE	
750		040	0751	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
Salaries			\$ 407,760	\$ 424,614
Overtime			3,193	3,193
Other Benefits			<u>219,815</u>	<u>217,595</u>
<b>TOTAL 1000</b>			<u>630,768</u>	<u>645,402</u>
<b>2000. COMMODITIES</b>				
2010. Office Supplies			1,300	1,300
2020. Educational & Training Supplies			50	50
2110. Motor Vehicle Supplies			1,925,200	2,400,000
2115. Minor Furniture & Fixtures			150	150
2120. Minor Equipment, Instruments & Tools			4,000	4,000
2160. Computer Software & Supplies			720	720
2170. Welding Supplies			250	250
2310. Janitorial Supplies			2,338	2,338
2320. Medical Supplies			150	150
2570. Clothing, Dry Goods, Etc.			2,000	2,000
2590. Cost of Goods Sold			270,000	310,000
2630. Security Badges & Decal Supplies			<u>305</u>	<u>305</u>
<b>TOTAL 2000</b>			<u>2,206,463</u>	<u>2,721,263</u>
<b>3000. CONTRACTUAL SERVICES</b>				
3020. Heat & Natural Gas			6,000	6,000
3030. Light & Power			17,000	17,000
3040. Water			3,500	3,500
3210. Hire of Equipment - Garage - Vehicles			30,760	39,186
3212. Equipment Rental - External			1,100	1,100
3230. Laundry & Cleaning			250	750
3310. Exterminator			250	250
3390. Other Special Services			662	700
3510. Travel			500	500
3520. Dues & Subscriptions			200	200
3530. Training, Registration Fees, Etc.			<u>500</u>	<u>500</u>
<b>TOTAL 3000</b>			<u>60,722</u>	<u>69,686</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			<u>4,000</u>	<u>4,000</u>
<b>TOTAL 4000</b>			<u>4,000</u>	<u>4,000</u>

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**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE		GENERAL SERVICES	VEHICLE SERVICE	
750		040	0751	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5110. Machinery, Tools & Implements			\$ 8,000	\$ 6,000
5130. Motor Vehicles			<u>30,000</u>	<u>50,000</u>
<b>TOTAL 5000</b>			<u>38,000</u>	<u>56,000</u>
<b>6000. MISCELLANEOUS</b>				
6875. EPA Licenses & Permits			<u>1,500</u>	<u>1,500</u>
<b>TOTAL 6000</b>			<u>1,500</u>	<u>1,500</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7020. Buildings			<u>25,000</u>	<u>7,500</u>
<b>TOTAL 7000</b>			<u>25,000</u>	<u>7,500</u>
<b>GRAND TOTAL</b>			\$ <u><u>2,966,453</u></u>	\$ <u><u>3,505,351</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GARAGE		GENERAL SERVICES		VEHICLE SERVICE	
750		040		0751	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Facilities/Fleet Management Director		0.8	0.8	0.8	
Service Center Manager		<u>1</u>	<u>1</u>	<u>1</u>	
TOTAL		<u>1.8</u>	<u>1.8</u>	<u>1.8</u>	
<b>SUPERVISORY</b>					
Labor Supervisor		<u>2</u>	<u>2</u>	<u>2</u>	
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>	
<b>OPERATIONS</b>					
Service Center Tech		<u>7</u>	<u>7</u>	<u>7</u>	
TOTAL		<u>7</u>	<u>7</u>	<u>7</u>	
BASE SALARIES					\$ 424,614
LONGEVITY					7,385
SPECIAL PAY					4,538
OVERTIME					3,193
FRINGE BENEFITS					<u>205,672</u>
GRAND TOTAL		<u>10.8</u>	<u>10.8</u>	<u>10.8</u>	\$ <u>645,402</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GARAGE 750		GENERAL SERVICES 040	GARAGE 0752	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>1000. PERSONNEL SERVICES</b>			\$ 1,070,110	\$ 1,139,545
<b>2000. COMMODITIES</b>			441,400	435,150
<b>3000. CONTRACTUAL SERVICES</b>			295,177	373,410
<b>4000. MAINTENANCE - STRUCTURES</b>			11,000	12,500
<b>5000. MAINTENANCE - EQUIPMENT</b>			1,004,250	908,250
<b>6000. MISCELLANEOUS</b>			<u>3,200</u>	<u>3,000</u>
<b>SUBTOTAL</b>			<u>2,825,137</u>	<u>2,871,855</u>
<b>CAPITAL OUTLAY</b>				
<b>7000. LANDS - BUILDINGS</b>			9,450	44,000
<b>8000. EQUIPMENT</b>			<u>3,723,981</u>	<u>4,987,950</u>
<b>SUBTOTAL</b>			<u>3,733,431</u>	<u>5,031,950</u>
<b>TOTAL</b>			<u>\$ 6,558,568</u>	<u>\$ 7,903,805</u>

FUNCTION: This division is responsible for the purchase, repair, maintenance and record keeping on all heavy, automotive and specialized equipment of the City. The division operates on a 2 shift basis, providing a comprehensive maintenance program, an emergency repair service, a cost and service record of each piece of equipment, and a program for driver's safety and maintenance education. The division analyzes City wide equipment needs and budgets fleet replacements and new acquisitions for the entire City.

**Activity / Performance Measures**

<b>Activity/Performance Measure</b>	<b>2010 Achievements</b>	<b>2011 Expectations</b>	<b>2012 Targets</b>
Fleet Size.	985	1,045	1,050
Only 5% of the fleet broke down at one time.	2.6%	5.0%	4.0%
Comeback repairs 3%.	1.7%	1.4%	1.0%
Average vehicle downtime before start of work (4 hours or less.)	4.2 hours	5.1 hours	4.0 hours
Number of days to put new vehicles in service.	2.0 days	2.2 days	1.5 days

**DETAIL**

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DETAIL				343
FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	GARAGE 0752	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<u>OPERATING SERVICES</u>				
1000. PERSONNEL SERVICES				
Salaries			\$ 672,252	\$ 716,540
Overtime			3,655	3,655
Other Benefits			394,203	419,350
TOTAL 1000			1,070,110	1,139,545
2000. COMMODITIES				
2010. Office Supplies			3,000	3,000
2020. Educational & Training Supplies			1,000	1,000
2111. Motor Vehicle Accessories			3,150	16,550
2120. Minor Equipment, Instruments & Tools			15,000	15,000
2160. Computer Software & Supplies			7,500	7,500
2170. Welding Supplies			10,000	13,000
2210. Water			750	750
2310. Janitorial Supplies			1,400	1,300
2320. Medical Supplies			1,600	1,350
2330. Chemicals & Insecticides			200	200
2570. Clothing, Dry Goods, Etc.			6,800	7,500
2590. Cost of Goods Sold			385,000	365,000
2630. Security Badges & Decal Supplies			500	500
2640. Safety Supplies & Minor Equipment			5,500	2,500
TOTAL 2000			441,400	435,150
3000. CONTRACTUAL SERVICES				
3020. Heat & Natural Gas			12,500	11,000
3030. Light & Power			21,000	15,000
3040. Water			1,600	1,600
3113. General Liability, Workers Compensation Penalty			-43	-972
3210. Hire of Equipment - Garage - Vehicles			180,670	228,032
3212. Equipment Rental - External			1,500	25,000
3230. Laundry & Cleaning			8,500	9,000
3235. Janitorial Services			15,000	13,500
3240. Binding, Printing, & Reproduction			500	750
3310. Exterminator			550	500
3320. Wrecker Services			3,500	8,500
3390. Other Special Services			8,000	10,000
3405. Software Maintenance			24,000	33,000
3510. Travel			11,250	11,250
3520. Dues & Subscriptions			2,000	2,000
3525. Legal & Technical Reference Materials			0	600
3530. Training, Registration Fees, Etc.			4,150	4,150
3540. Educational Assistance			500	500
TOTAL 3000			295,177	373,410



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**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	GARAGE 0752	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>4000. MAINTENANCE OF STRUCTURES</b>				
4010. Buildings & Grounds			\$ 10,000	\$ 11,500
4012. Security Fencing			<u>1,000</u>	<u>1,000</u>
<b>TOTAL 4000</b>			<u>11,000</u>	<u>12,500</u>
<b>5000. MAINTENANCE OF EQUIPMENT</b>				
5020. Furniture, Fixtures, & Furnishings			500	1,250
5110. Machinery, Tools & Implements			3,000	6,500
5120. Instruments & Apparatus - Major			750	500
5130. Motor Vehicles			<u>1,000,000</u>	<u>900,000</u>
<b>TOTAL 5000</b>			<u>1,004,250</u>	<u>908,250</u>
<b>6000. MISCELLANEOUS</b>				
6875. EPA Licenses & Permits			2,000	1,000
6990. Miscellaneous			<u>1,200</u>	<u>2,000</u>
<b>TOTAL 6000</b>			<u>3,200</u>	<u>3,000</u>
<b><u>CAPITAL OUTLAY</u></b>				
<b>7000. LAND, BUILDINGS AND OTHER IMPROVEMENTS</b>				
7020. Buildings			<u>9,450</u>	<u>44,000</u>
<b>TOTAL 7000</b>			<u>9,450</u>	<u>44,000</u>
<b>8000. EQUIPMENT</b>				
8421. Construction Equipment			42,000	1,237,500
8430. Shop Equipment			32,700	22,300
8470. Fire Fighting Equipment			0	550,000
8481. Communication & Video Equipment			133,000	195,000
8530. Other Equipment			549,300	692,200
8800. Automobiles			644,000	429,000
8820. Light, Medium Trucks			418,950	480,950
8830. Heavy Trucks			1,630,031	645,000
8840. Trailers			29,500	40,000
8850. Other Mobile Equipment			<u>244,500</u>	<u>696,000</u>
<b>TOTAL 8000</b>			<u>3,723,981</u>	<u>4,987,950</u>
<b>GRAND TOTAL</b>			\$ <u><u>6,558,568</u></u>	\$ <u><u>7,903,805</u></u>

# PERSONNEL SCHEDULE

FUND		DEPARTMENT		UNIT	
GARAGE 750		GENERAL SERVICES 040		GARAGE 0752	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>MANAGEMENT</b>					
Superintendent		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>SUPERVISORY</b>					
Parts Manager		1	1	1	
Service Manager		2	2	2	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>SKILLED CRAFT</b>					
Fleet Technician		9	9	9	
Welder		1	1	1	
	TOTAL	<u>10</u>	<u>10</u>	<u>10</u>	
<b>OPERATIONS</b>					
Parts Courier		3	3	3	
	TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	
<b>CLERICAL</b>					
Administrative Assistant		1	1	1	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
BASE SALARIES					\$ 716,540
LONGEVITY					14,772
SPECIAL PAY					25,349
OVERTIME					3,655
FRINGE BENEFITS					<u>379,229</u>
GRAND TOTAL		<u>18</u>	<u>18</u>	<u>18</u>	\$ <u>1,139,545</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
GARAGE		GENERAL SERVICES	NONDEPARTMENTAL	
750		040	0755	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			202,217	204,805
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>4,072,673</u>	<u>4,093,570</u>
<b>SUBTOTAL</b>			<u>4,274,890</u>	<u>4,298,375</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>4,274,890</u></u>	\$ <u><u>4,298,375</u></u>

FUNCTION: This division is used to record the payment the Garage Fund makes to the General Fund for services rendered, to record depreciation expense and this fund's share of general liability insurance and external audit fees.

**DETAIL**

FUND		DEPARTMENT	UNIT	
GARAGE 750		GENERAL SERVICES 040	NONDEPARTMENTAL 0755	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3110. Insurance - External			41,654	43,877
3112. General Liability Self-Insurance			119,963	124,115
3121. City Share - Retiree Insurance			4,167	4,375
3125. Worker's Compensation			-13,570	-17,387
3211. Hire of Equipment - Garage - Other			42,203	41,825
3440. External Audit Fees			<u>7,800</u>	<u>8,000</u>
<b>TOTAL 3000</b>			<u>202,217</u>	<u>204,805</u>
<b>6000. MISCELLANEOUS</b>				
6202. General Fund Services			289,673	393,152
6910. Depreciation Expense			<u>3,783,000</u>	<u>3,700,418</u>
<b>TOTAL 6000</b>			<u>4,072,673</u>	<u>4,093,570</u>
<b>GRAND TOTAL</b>			<u>\$ 4,274,890</u>	<u>\$ 4,298,375</u>



**SECTION XI**

**WAREHOUSE FUND**

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**WAREHOUSE FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>INTERFUND CHARGES</b>			
Handling Charges	\$ 172,235	\$ 165,000	\$ 140,000
Charges for Cost of Sales	<u>794,562</u>	<u>700,000</u>	<u>700,000</u>
<b>Total Interfund Charges</b>	<u>966,797</u>	<u>865,000</u>	<u>840,000</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Interest Income	4,345	3,500	4,000
Net Increase in Fair Value of Investment	(162)	0	0
Miscellaneous	<u>(27,132)</u>	<u>0</u>	<u>0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>(22,949)</u>	<u>3,500</u>	<u>4,000</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	<u><u>\$ 943,848</u></u>	<u><u>\$ 868,500</u></u>	<u><u>\$ 844,000</u></u>

**WAREHOUSE FUND**  
**SUMMARY OF EXPENSES/EXPENDITURES BY ORGANIZATION**

Org. No.                      ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0760 Facilities & Fleet Mgmt - Warehouse	\$ 870,898	\$ 777,423	\$ 780,573
0765 Facilities & Fleet Mgmt - Nondepartmental	27,435	36,419	79,758
0765 Facilities & Fleet Mgmt - Interfund Transfer	<u>148,528</u>	<u>0</u>	<u>0</u>
<b>Total</b>	\$ <u><u>1,046,861</u></u>	\$ <u><u>813,842</u></u>	\$ <u><u>860,331</u></u>



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**WAREHOUSE FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>1000. PERSONNEL SERVICES</b>	\$ 69,860	8.120%
<b>2000. COMMODITIES</b>	700,400	81.411%
<b>3000. CONTRACTUAL SERVICES</b>	12,506	1.454%
<b>4000. MAINTENANCE - STRUCTURES</b>	1,500	0.174%
<b>5000. MAINTENANCE - EQUIPMENT</b>	0	0.000%
<b>6000. MISCELLANEOUS</b>	<u>76,065</u>	<u>8.841%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>860,331</u>	<u>100.000%</u>
<b><u>CAPITAL OUTLAY</u></b>		
<b>7000. LAND - BUILDINGS</b>	0	0.000%
<b>8000. EQUIPMENT</b>	<u>0</u>	<u>0.000%</u>
<b>TOTAL CAPITAL OUTLAY</b>	<u>0</u>	<u>0.000%</u>
<b>GRAND TOTAL</b>	<u>\$ 860,331</u>	<u>100.000%</u>

**SUMMARY**

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SUMMARY				353
FUND		DEPARTMENT		UNIT
WAREHOUSE 760		GENERAL SERVICES 040		WAREHOUSE 0760
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 68,515	\$ 69,860
2000. COMMODITIES			700,250	700,400
3000. CONTRACTUAL SERVICES			8,158	8,813
4000. MAINTENANCE - STRUCTURES			500	1,500
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
SUBTOTAL			777,423	780,573
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			0	0
SUBTOTAL			0	0
TOTAL			\$ 777,423	\$ 780,573

FUNCTION: The central warehouse procures, inventories, and issues common items consisting of mechanical, electrical, civil, and general supplies, materials, and parts. This provides an ongoing service function to all City divisions, and provides economies of scale in using centralized purchasing, storage, and control. Time expended is reduced for individual divisions in separately obtaining such items. The central warehouse identifies, collects, and arranges through Purchasing for the disposal of surplus or obsolete materials and supplies, and also provides handling and storage of hazardous materials.

## Activity / Performance Measures

Activity/Performance Measure	2010 Achievements	2011 Expectations	2012 Targets
Normally stocked items will be 95% available within 36 hours of demand.	98%	98%	98%
Inventory turns per year will equal or exceed 3 times average inventory value.	4	4	4
Accuracy of the inventory as determined by year end counts will be within 97% of book value.	97%	99%	99%

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**DETAIL**

FUND		DEPARTMENT	UNIT	
WAREHOUSE		GENERAL SERVICES	WAREHOUSE	
760		040	0760	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>1000. PERSONNEL SERVICES</b>				
	Salaries		\$ 43,116	\$ 45,744
	Overtime		1,337	1,337
	Other Benefits		<u>24,062</u>	<u>22,779</u>
	<b>TOTAL 1000</b>		<u>68,515</u>	<u>69,860</u>
<b>2000. COMMODITIES</b>				
	2010. Office Supplies		50	50
	2310. Janitorial Supplies		0	50
	2330. Chemicals & Insecticides		0	100
	2570. Clothing, Dry Goods, Etc.		200	200
	2590. Cost of Goods Sold		<u>700,000</u>	<u>700,000</u>
	<b>TOTAL 2000</b>		<u>700,250</u>	<u>700,400</u>
<b>3000. CONTRACTUAL SERVICES</b>				
	3040. Water		500	500
	3210. Hire of Equipment - Garage - Vehicles		4,308	4,963
	3230. Laundry & Cleaning		200	200
	3240. Binding, Printing & Reproduction		250	250
	3280. Temporary Help		1,000	1,000
	3510. Travel		200	200
	3530. Training, Registration Fees, Etc.		100	100
	3920. Rent		<u>1,600</u>	<u>1,600</u>
	<b>TOTAL 3000</b>		<u>8,158</u>	<u>8,813</u>
<b>4000. MAINTENANCE OF STRUCTURES</b>				
	4010. Buildings & Grounds		<u>500</u>	<u>1,500</u>
	<b>TOTAL 4000</b>		<u>500</u>	<u>1,500</u>
<b>GRAND TOTAL</b>			\$ <u><u>777,423</u></u>	\$ <u><u>780,573</u></u>

**PERSONNEL SCHEDULE**

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FUND		DEPARTMENT		UNIT	
WAREHOUSE		GENERAL SERVICES		WAREHOUSE	
760		040		0760	
POSITION TITLE		EMPLOYEES			BUDGET 2011-2012
		BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	
<b>SUPERVISORY</b>					
Warehouse Supervisor		<u>1</u>	<u>1</u>	<u>1</u>	
	TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	
<b>OPERATIONS</b>					
Warehouse Operator		<u>1</u>	<u>0</u>	<u>0</u>	
	TOTAL	<u>1</u>	<u>0</u>	<u>0</u>	
BASE SALARIES					\$ 45,744
LONGEVITY					1,491
SPECIAL PAY					1,053
OVERTIME					1,337
FRINGE BENEFITS					<u>20,235</u>
GRAND TOTAL		<u>2</u>	<u>1</u>	<u>1</u>	\$ <u>69,860</u>

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**SUMMARY**

<b>FUND</b>		<b>DEPARTMENT</b>	<b>UNIT</b>	
WAREHOUSE		GENERAL SERVICES	NONDEPARTMENTAL	
760		040	0765	
<b>CLASSIFICATION</b>			<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			3,385	3,693
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			<u>33,034</u>	<u>76,065</u>
<b>SUBTOTAL</b>			<u>36,419</u>	<u>79,758</u>
<b>CAPITAL OUTLAY</b>				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			<u>0</u>	<u>0</u>
<b>SUBTOTAL</b>			<u>0</u>	<u>0</u>
<b>TOTAL</b>			\$ <u><u>36,419</u></u>	\$ <u><u>79,758</u></u>

FUNCTION: This division is used to record the payment the Warehouse Fund makes to the General Fund for services rendered, to record depreciation expense and this fund's share of general liability insurance and external audit fees.

**DETAIL**

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FUND		DEPARTMENT	UNIT	
WAREHOUSE		GENERAL SERVICES	NONDEPARTMENTAL	
760		040	0765	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
<b><u>OPERATING SERVICES</u></b>				
<b>3000. CONTRACTUAL SERVICES</b>				
3110. Insurance - External			\$ 1,104	\$ 1,172
3112. General Liability Self-Insurance			2,732	3,281
3125. Workers Compensation			-1,101	-1,410
3440. External Audit Fees			<u>650</u>	<u>650</u>
<b>TOTAL 3000</b>			<u>3,385</u>	<u>3,693</u>
<b>6000. MISCELLANEOUS</b>				
6202. General Fund Services			20,534	24,565
6910. Depreciation Expense			<u>12,500</u>	<u>51,500</u>
<b>TOTAL 6000</b>			<u>33,034</u>	<u>76,065</u>
<b>GRAND TOTAL</b>			<u><u>\$ 36,419</u></u>	<u><u>\$ 79,758</u></u>



**SECTION XII**

**TECHNOLOGY FUND**



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**TECHNOLOGY FUND  
REVENUE AND RECEIPTS**

	<b>ACTUAL 2009-2010</b>	<b>BUDGET 2010-2011</b>	<b>BUDGET 2011-2012</b>
<b>INTERFUND CHARGES</b>			
Equipment Lease - Technology	\$ <u>          0</u>	\$ <u>      13,014</u>	\$ <u>      64,013</u>
<b>Total Interfund Charges</b>	<u>          0</u>	<u>      13,014</u>	<u>      64,013</u>
<b>NONOPERATING AND OTHER REVENUE</b>			
Operating Transfers In	<u>          0</u>	<u>      300,000</u>	<u>              0</u>
<b>Total Nonoperating and Other Revenue</b>	<u>          0</u>	<u>      300,000</u>	<u>              0</u>
<b>TOTAL REVENUE AND RECEIPTS</b>	\$ <u>          0</u>	\$ <u>      313,014</u>	\$ <u>      64,013</u>

Org. No.	ORGANIZATION	ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
0770	Technology	\$ 0	\$ 75,000	\$ 30,000
	<b>Total</b>	\$ 0	\$ 75,000	\$ 30,000

**TECHNOLOGY FUND  
SUMMARY OF EXPENSES/EXPENDITURES  
BY CLASSIFICATION**

	<b>BUDGET 2011-2012</b>	<b>RATIO</b>
<b><u>OPERATING EXPENSES</u></b>		
1000. PERSONNEL SERVICES	\$ 0	0.000%
2000. COMMODITIES	0	0.000%
3000. CONTRACTUAL SERVICES	0	0.000%
4000. MAINTENANCE - STRUCTURES	0	0.000%
5000. MAINTENANCE - EQUIPMENT	0	0.000%
6000. MISCELLANEOUS	0	0.000%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>0</b>	<b>0.000%</b>
<b><u>CAPITAL OUTLAY</u></b>		
7000. LAND - BUILDINGS	0	0.000%
8000. EQUIPMENT	30,000	100.000%
<b>TOTAL CAPITAL OUTLAY</b>	<b>30,000</b>	<b>100.000%</b>
<b>GRAND TOTAL</b>	<b>\$ 30,000</b>	<b>100.000%</b>

**SUMMARY**

FUND		DEPARTMENT	UNIT	
TECHNOLOGY		INFORMATION SYSTEMS	TECHNOLOGY	
770		030	0770	
CLASSIFICATION			BUDGET 2010-2011	BUDGET 2011-2012
1000. PERSONNEL SERVICES			\$ 0	\$ 0
2000. COMMODITIES			0	0
3000. CONTRACTUAL SERVICES			0	0
4000. MAINTENANCE - STRUCTURES			0	0
5000. MAINTENANCE - EQUIPMENT			0	0
6000. MISCELLANEOUS			0	0
			<hr/>	<hr/>
SUBTOTAL			0	0
			<hr/>	<hr/>
CAPITAL OUTLAY				
7000. LANDS - BUILDINGS			0	0
8000. EQUIPMENT			75,000	30,000
			<hr/>	<hr/>
SUBTOTAL			75,000	30,000
			<hr/>	<hr/>
TOTAL			\$ <u>75,000</u>	\$ <u>30,000</u>

FUNCTION: This division is responsible for the purchase of technological assets of the City. This division analyzes City wide technology needs and budgets replacements and new acquisitions for the entire City.

BUDGET COMMENTS: There is a new division.

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**DETAIL**

FUND TECHNOLOGY 770	DEPARTMENT INFORMATION SYSTEMS 030	UNIT TECHNOLOGY 0770
CLASSIFICATION	BUDGET 2010-2011	BUDGET 2011-2012
<p style="text-align: center;"><u><b>CAPITAL OUTLAY</b></u></p> <p><b>8000. EQUIPMENT</b></p> <p style="padding-left: 20px;">8900. EDP Software (Over \$1,000)</p> <p style="text-align: center;"><b>TOTAL 8000</b></p> <p><b>GRAND TOTAL</b></p>	<p style="text-align: right;">\$ <u>75,000</u></p> <p style="text-align: right;"><u>75,000</u></p> <p style="text-align: right;">\$ <u><u>75,000</u></u></p>	<p style="text-align: right;">\$ <u>30,000</u></p> <p style="text-align: right;"><u>30,000</u></p> <p style="text-align: right;">\$ <u><u>30,000</u></u></p>

**SECTION XIII**

**INTEREST AND SINKING FUND**

Debt Limits and Debt Levels  
October 1, 2011

The City of Midland carefully plans debt acquisition to fund only capital replacement and construction. This process includes matching the maturity of the debt to the useful lives of the assets to be funded, as closely as possible. This allows for the use of debt to compliment operations by allowing for matching the cash flows of asset cost to the period deriving the benefit from the asset. Additionally, this allows the City to plan for and structure debt payments in such a manner that debt service tends to be fairly level across the years creating a known, even demand upon resources for debt service and limiting the demand upon resources to a managed level. As a result of the development and refinement of this process, the impact of current debt upon present and future operations is minimized and annual operations can be based upon a known level of expendable, available resources to respond to the immediate needs of the city.

The Constitution and Statutes of the State of Texas and the Charter of the City of Midland do not provide for a legal debt limit. The 8% debt limit rate used herein is that recommended by the Finance Advisory Board of the City of Midland and adopted by the City Council as a safe debt limit.

Included in the total amount of debt applicable to the current debt limit is \$46,005,000 Tax and Limited Pledge Revenue Certificates of Obligation and \$2,690,000 Tax and Revenue Refunding Bonds for water and sewer and \$12,685,000 Water and Sewer Revenue Bonds; \$283,021 General Obligation Refunding Bonds for Hogan Park Golf Course expansion; \$7,310,000 General Obligation Refunding Bonds for Airport improvements; and \$23,695,000 General Obligation Refunding Bonds for construction of the Scharbauer Sports Complex. Principal and interest on these bonds and certificates is being financed by the Water and Sewer Fund, Golf Course Fund, the Airport Fund and the Scharbauer Sports Complex Fund, through contractual agreements with the Midland Football/Soccer and Baseball Complex Development Corporation, a 4b corporation, respectively, and therefore requires the use of no tax dollars.

CITY OF MIDLAND, TEXAS  
Computation of Estimated Debt Margin  
October 1, 2011

Assessed value 2011 tax roll	\$6,936,423,398
Debt limit, 8% of assessed value	\$ 554,913,872
Amount of debt applicable to debt limit:	
Total bonded debt	<u>\$ 119,335,000</u>
Less:	
Estimated Net assets in Debt Service Fund	387,020
Estimated Water and Sewer bonds restricted	1,924,792
Estimated Golf Course bonds restricted assets	52,455
Estimated Airport bonds restricted assets	945,899
Estimated Scharbauer Sports Complex bonds restricted assets	<u>1,177,978</u>
Total estimated net assets restricted for debt service	<u>\$ 4,488,144</u>
Total bonded debt less assets restricted for debt service	<u>114,846,856</u>
Debt Margin	<u>\$ 440,067,016</u>

City of Midland  
Debt Service Requirements to Maturity  
September 30, 2011

CITY OF MIDLAND, TEXAS

Fiscal Year Ending September 30,	Supported by General Government			Supported by Enterprise Funds						Total All Debt Service Requirements
	General Obligation Bonds, Certificates of Obligation and Notes Payable			Revenue Bonds		General Obligation Bonds, Certificates of Obligation and Notes Payable				
	Principal	Interest	Total	Principal	Interest	Principal	Interest	Total		
2012	\$ 2,891,115	\$ 954,843	\$ 3,845,958	\$ 1,730,000	\$ 221,779	\$ 4,673,885	\$ 3,678,643	\$ 10,304,307	\$ 14,150,265	
2013	2,578,125	868,080	3,446,205	1,820,000	156,954	4,856,875	3,470,466	10,304,295	13,750,500	
2014	2,482,154	782,916	3,265,070	610,000	88,809	5,077,846	3,238,945	9,015,600	12,280,670	
2015	2,140,857	701,895	2,842,752	645,000	82,563	5,304,143	2,991,365	9,023,071	11,865,823	
2016	2,124,728	622,298	2,747,026	685,000	75,946	5,560,272	2,734,699	9,055,917	11,802,943	
2017	1,600,000	554,643	2,154,643	725,000	68,929	3,510,000	2,507,545	6,811,474	8,966,117	
2018	1,660,000	493,518	2,153,518	770,000	61,492	3,670,000	2,346,395	6,847,887	9,001,405	
2019	1,260,000	439,674	1,699,674	815,000	53,603	3,825,000	2,193,950	6,887,553	8,587,227	
2020	1,310,000	390,198	1,700,198	865,000	45,247	4,005,000	2,014,780	6,930,027	8,630,225	
2021	910,000	345,985	1,255,985	920,000	36,367	4,205,000	1,811,049	6,972,416	8,228,401	
2022	950,000	309,575	1,259,575	975,000	26,938	2,305,000	1,658,461	4,965,399	6,224,974	
2023	985,000	271,043	1,256,043	1,030,000	16,959	1,535,000	1,576,478	4,158,437	5,414,480	
2024	1,030,000	228,625	1,258,625	1,095,000	6,388	1,610,000	1,503,225	4,214,613	5,473,238	
2025	1,075,000	182,110	1,257,110	-	-	1,690,000	1,420,725	3,110,725	4,367,835	
2026	1,125,000	133,030	1,258,030	-	-	1,780,000	1,333,975	3,113,975	4,372,005	
2027	1,175,000	82,703	1,257,703	-	-	1,865,000	1,247,512	3,112,512	4,370,215	
2028	670,000	43,653	713,653	-	-	1,950,000	1,161,675	3,111,675	3,825,328	
2029	700,000	14,875	714,875	-	-	2,040,000	1,071,900	3,111,900	3,826,775	
2030	-	-	-	-	-	2,140,000	972,500	3,112,500	3,112,500	
2031	-	-	-	-	-	2,250,000	862,750	3,112,750	3,112,750	
2032	-	-	-	-	-	2,365,000	747,375	3,112,375	3,112,375	
2033	-	-	-	-	-	2,485,000	626,125	3,111,125	3,111,125	
2034	-	-	-	-	-	2,615,000	498,625	3,113,625	3,113,625	
2035	-	-	-	-	-	2,745,000	364,625	3,109,625	3,109,625	
2036	-	-	-	-	-	2,885,000	223,875	3,108,875	3,108,875	
2037	-	-	-	-	-	3,035,000	75,875	3,110,875	3,110,875	
	\$ 26,666,979	\$ 7,419,664	\$ 34,086,643	\$ 12,685,000	\$ 941,974	\$ 79,983,021	\$ 42,333,538	\$ 135,943,533	\$ 170,030,176	

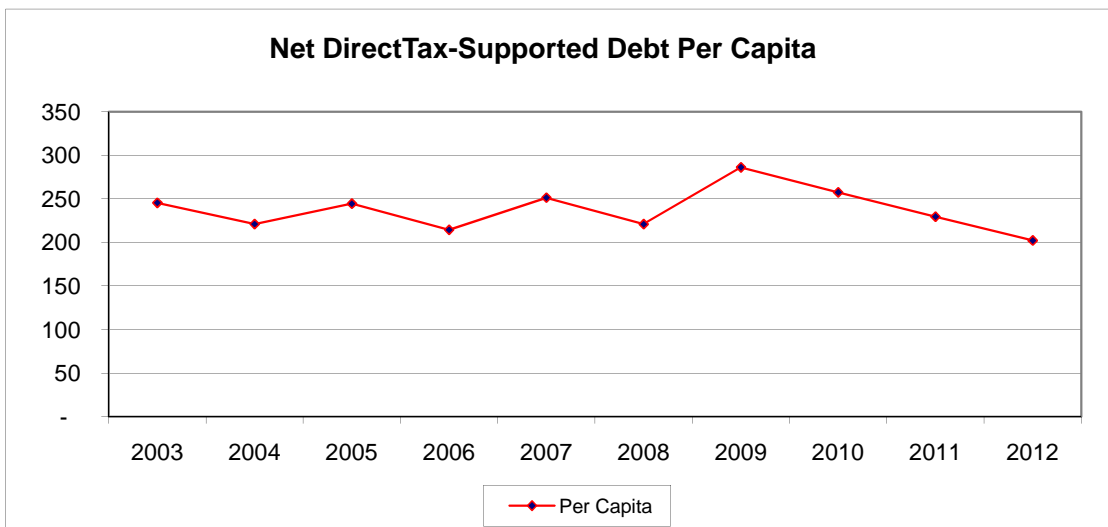
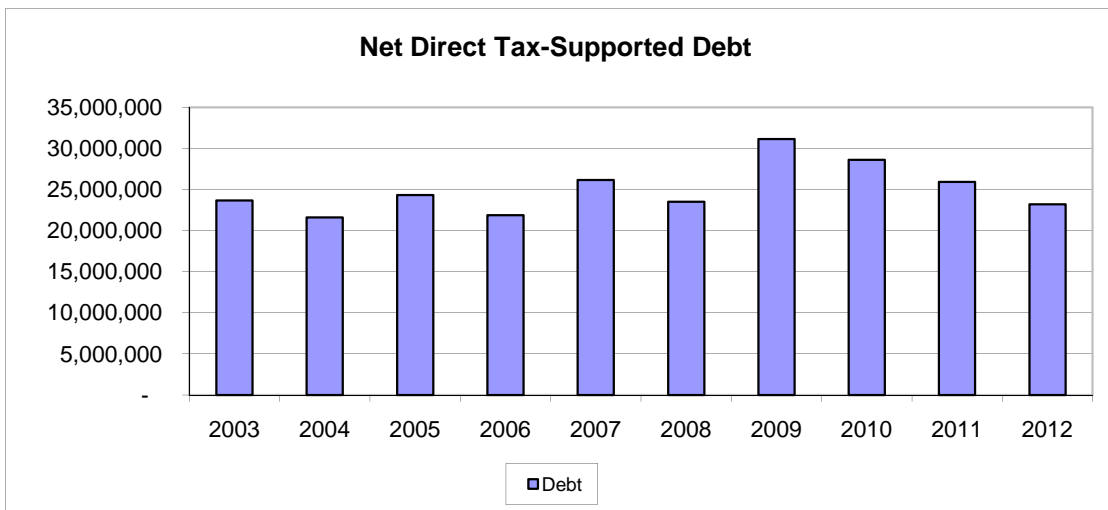


**HISTORICAL AND PROJECTED  
NET DIRECT TAX-SUPPORTED DEBT TRENDS**

<u>Fiscal Year Ended September 30</u>	<u>Population(1)</u>	<u>Taxable Assessed Valuation (2)</u>	<u>Net Direct Tax-Supported Debt</u>	<u>Ratio of Net Direct Tax-Supported Debt to Taxable Value</u>	<u>Net Direct Tax-Supported Debt Per Capita</u>
2003	96,402	3,382,130,567	23,649,417	0.70%	245
2004	97,837	3,515,876,755	21,616,386	0.61%	221
2005	99,623	3,701,043,301	24,340,964	0.66%	244
2006	102,073	3,947,384,495	21,882,294	0.55%	214
2007	104,156	4,401,435,936	26,173,421	0.59%	251
2008	106,499	5,178,075,141	23,518,401	0.45%	221
2009	108,896	6,009,120,829	31,155,904	0.52%	286
2010	111,147	6,513,681,359	28,610,434	0.44%	257
2011	112,909	6,711,555,451	25,909,959	0.39%	229
2012	114,852	6,936,423,398	23,212,558	0.33%	202

(1) Source: Fiscal Year 2010 - U.S. Census  
All years except 2010 - City of Midland estimates

(2) Source: Midland Central Appraisal District



**DEBT SERVICE****TAX SUPPORTED DEBT**Interest and Sinking Fund

	FY 10 Actual 2009-10	FY 11 Estimated 2010-11	FY 12 Proposed 2011-2012
<b>RESOURCES:</b>			
Resources at October 1	\$ 328,949	\$ 419,354	\$ 387,020
<b>Receipts:</b>			
Ad valorem taxes	3,823,211	3,700,065	3,616,117
Transfer from Water & Sewer Fund	106,636	107,324	110,184
Investment income	17,031	15,000	12,000
Total receipts	3,946,878	3,822,389	3,738,301
Total resources and receipts	4,275,827	4,241,743	4,125,321
<b>Expenditures:</b>			
Principal maturities	2,530,065	2,812,808	2,891,115
Interest maturities	1,325,357	1,040,860	954,844
Paying agents' fees	1,051	1,055	1,055
Other	0	0	0
Payment to Refunded Bond Escrow Agent	0	0	0
Total expenditures	3,856,473	3,854,723	3,847,014
Total Current Year Uses of Interest and Sinking Fund Assets	3,856,473	3,854,723	3,847,014
Resources at September 30	\$ 419,354	\$ 387,020	\$ 278,306

**TAX SUPPORTED DEBT INTEREST AND REDEMPTION FUND**  
**STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2011 AND EXPENDITURES BY ISSUE 2011/12**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2011/12		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-11	PRINCIPAL	INTEREST	TOTAL
HUD Section 108 Loan	2000	7-01-00	9-30-12/15	6.00%, 6.08%, 6.17% 6.25%	1,045,000	370,000	85,000	22,684	107,684
Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation	2003	2-25-03	3-1-12/18	3.40%, 3.50%, 3.60% 3.70%, 3.80%, 4.00%	4,950,000	2,760,000	345,000	95,905	440,905
Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation	2005	2-15-05	3-1-12/20	3.50%, 3.60%, 4.00%	4,950,000	3,360,000	320,000	118,660	438,660
Tax and Limited Pledge Revenue Certificates of Obligation	2007	1-15-07	3-1-12/27	4.00%, 5.00%, 4.00%, 5.00%, 4.25%, 4.30%, 5.00%, 4.50%	6,910,000	6,130,000	270,000	273,705	543,705
Tax and Limited Pledge Revenue Certificates of Obligation	2009	1-27-09	3-1-12/29	3.00%, 3.05%, 3.35%, 3.60%, 3.70%, 3.80%, 3.90%, 4.00%, 4.05% 4.10%, 4.15%, 4.25%	9,855,000	9,315,000	385,000	327,938	712,938
General Obligation Refunding Bonds	2009	5-01-09	3-1-12/16	2.50%, 3.00%	7,708,926	4,731,979	1,486,115	115,952	1,602,067
Paying Agent/Other Fees									1,055
Total Expenditures					\$ 26,666,979	\$ 2,891,115	\$ 954,844	\$ 3,847,014	

**WATER AND SEWER  
REVENUE BONDS  
DEBT SERVICE**

	FY 11 Estimated 2010-11	FY 12 Proposed 2011-12
	<u>                    </u>	<u>                    </u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>810,073</u>	\$ <u>929,706</u>
 <b>Receipts:</b>		
Transfer from Water & Sewer Operations-Junior Lien Bonds	1,078,992	973,119
Transfer from Water & Sewer Operations-2002 Refunding Bonds	1,300,391	1,321,529
Interest on investments	<u>4,600</u>	<u>5,000</u>
 Total receipts	<u>2,383,983</u>	<u>2,299,648</u>
 Total resources and receipts	<u>3,194,056</u>	<u>3,229,354</u>
  <b>Expenditures:</b>		
Principal maturities	1,640,000	1,730,000
Interest maturities	275,050	221,779
Paying agent's fees	10,300	10,300
Letter of credit fees	144,000	160,000
Remarketing fees	11,000	12,000
Issuer's fees	84,000	70,000
Program Expenses	<u>100,000</u>	<u>100,000</u>
 Total expenditures	<u>2,264,350</u>	<u>2,304,079</u>
  Resources at September 30	\$ <u><u>929,706</u></u>	\$ <u><u>925,275</u></u>

**WATER AND SEWER  
GENERAL OBLIGATION DEBT  
DEBT SERVICE**

	FY 11 Estimated 2010-11	FY 12 Proposed 2011-12
	<u>                    </u>	<u>                    </u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>985,157</u>	\$ <u>995,086</u>
 <b>Receipts:</b>		
Transfer from Water & Sewer		
Operations-2007 Certificate of Obligation	3,112,993	3,111,754
Transfer from Water & Sewer		
Operations-2007 Refunding Bonds	603,769	597,968
Interest on investments	<u>13,000</u>	<u>13,000</u>
 Total receipts	<u>3,729,762</u>	<u>3,722,722</u>
 Total resources and receipts	<u>4,714,919</u>	<u>4,717,808</u>
  <b>Expenditures:</b>		
Principal maturities	1,380,000	1,435,000
Interest maturities	2,338,893	2,280,568
Paying agent's fees	<u>940</u>	<u>940</u>
 Total expenditures	<u>3,719,833</u>	<u>3,716,508</u>
  Resources at September 30	\$ <u><u>995,086</u></u>	\$ <u><u>1,001,300</u></u>

**WATER AND SEWER INTEREST AND REDEMPTION FUND**  
**STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2011 AND EXPENDITURES BY ISSUE 2011/12**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2011/12		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-11	PRINCIPAL	INTEREST	TOTAL
Tax and Limited Pledge Revenue Certificates of Obligation	2007	1-15-07	3-1-12/37	4.00%, 5.00%, 4.00% 5.00%, 4.784%, 4.25% 4.30%, 5.00%, 4.50% 5.00%	48,595,000	46,005,000	940,000	2,172,968	3,112,968
Combination Tax and Revenue Refunding Bonds	2007	1-15-07	5-1-12/16	4.00%	4,995,000	2,690,000	495,000	107,600	602,600
SENIOR LIEN BONDS:									
System Revenue Refunding	2002	5-1-02	5-1-12/13	5.00%	10,460,000	2,430,000	1,185,000	121,500	1,306,500
JUNIOR LIEN BONDS:									
Waterworks & Sewer System Junior Lien Revenue	1999	12-1-99	May-12/24	Floating Rate	15,285,000	10,255,000	545,000	100,279	645,279
Paying Agent's fees									11,240
Letter of credit fees									160,000
Remarketing fees									12,000
Issuer fees									70,000
Program Expenses									100,000
						<u>\$ 61,380,000</u>	<u>\$ 3,165,000</u>	<u>\$ 2,502,347</u>	<u>\$ 6,020,587</u>

**GOLF COURSE  
CERTIFICATES OF OBLIGATION  
DEBT SERVICE**

	FY 11 Estimated 2010-11	FY 12 Proposed 2011-12
<b>RESOURCES:</b>		
Resources at October 1	\$ 51,719	\$ 52,455
 Receipts:		
Transfer from Golf Course PFC Fund	97,076	83,357
Interest on investments	0	0
 Total receipts	97,076	83,357
 Total resources and receipts	148,795	135,812
 Expenditures:		
Principal maturities	87,192	88,885
Interest maturities	9,136	6,935
Paying agent's/Issuance fees	12	12
 Total expenditures	96,340	95,832
 Resources at September 30	\$ 52,455	\$ 39,980

**GOLF COURSE INTEREST AND REDEMPTION FUND**  
**STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2011 AND EXPENDITURES BY ISSUE 2011/12**

<u>BOND ISSUES</u>	<u>SERIES</u>	<u>BONDED INDEBTEDNESS</u>						<u>EXPENDITURES 2011/12</u>		
		<u>DATE OF ISSUE</u>	<u>MATURITIES OUTSTANDING</u>	<u>INTEREST RATE</u>		<u>ORIGINAL ISSUE</u>	<u>OUTSTANDING 10-1-11</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Obligation Refunding Bonds	2009	5-01-09	3-1-12/16	2.50%	3.00%	\$ 461,074	\$ 283,021	\$ 88,885	\$ 6,935	\$ 95,820
Paying Agent's Fees										12
						\$ 283,021	\$ 88,885	\$ 6,935	\$ 95,832	



**AIRPORT  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 06A  
DEBT SERVICE**

	FY 11 Estimated <u>2010-11</u>	FY 12 Proposed <u>2011-12</u>
<b>RESOURCES:</b>		
Resources at October 1	\$ <u>899,275</u>	\$ <u>945,899</u>
 Receipts:		
Transfer from Airport Operations	498,829	457,962
Transfer from Airport PFC Fund	1,177,345	1,080,889
Interest on investments	<u>10,500</u>	<u>10,000</u>
 Total receipts	<u>1,686,674</u>	<u>1,548,851</u>
 Total resources and receipts	<u>2,585,949</u>	<u>2,494,750</u>
  Expenditures:		
Principal maturities	1,265,000	1,320,000
Interest maturities	374,750	316,450
Paying agent's/Issuance fees	<u>300</u>	<u>300</u>
 Total expenditures	<u>1,640,050</u>	<u>1,636,750</u>
  Resources at September 30	\$ <u><u>945,899</u></u>	\$ <u><u>858,000</u></u>

**AIRPORT INTEREST AND REDEMPTION FUND**  
**STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2011 AND EXPENDITURES BY ISSUE 2011/12**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS						EXPENDITURES 2011/12		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE		ORIGINAL ISSUE	OUTSTANDING 10-1-11	PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2006A	1-15-06	3-1-12/16	5.00%	4.00%	13,160,000	7,310,000	1,320,000	316,450	1,636,450
Paying Agent's fees										300
							<u>\$ 7,310,000</u>	<u>\$ 1,320,000</u>	<u>\$ 316,450</u>	<u>\$ 1,636,750</u>

**SCHARBAUER SPORTS COMPLEX  
GENERAL OBLIGATION BONDS  
DEBT SERVICE**

	FY 11 Estimated 2010-11	FY 12 Proposed 2011-12
	<u>                    </u>	<u>                    </u>
<b>RESOURCES:</b>		
Resources at October 1	\$ 1,211,490	\$ 1,177,978
	<u>                    </u>	<u>                    </u>
<b>Receipts:</b>		
Transfer from Sports Complex Operations	4,767,811	2,923,031
Interest on investments	10,000	10,000
	<u>                    </u>	<u>                    </u>
Total receipts	4,777,811	2,933,031
	<u>                    </u>	<u>                    </u>
Total resources and receipts	5,989,301	4,111,009
	<u>                    </u>	<u>                    </u>
<b>Expenditures:</b>		
Principal maturities	3,625,000	1,830,000
Interest maturities	1,186,023	1,074,690
Paying agent's/Issuance fees	300	300
	<u>                    </u>	<u>                    </u>
Total expenditures	4,811,323	2,904,990
	<u>                    </u>	<u>                    </u>
Resources at September 30	\$ 1,177,978	\$ 1,206,019
	<u>                    </u>	<u>                    </u>

**SCHARBAUER SPORTS COMPLEX INTEREST AND REDEMPTION FUND**  
**STATEMENT OF BONDED INDEBTEDNESS AT OCTOBER 1, 2011 AND EXPENDITURES BY ISSUE 2011/12**

BOND ISSUES	SERIES	BONDED INDEBTEDNESS					EXPENDITURES 2011/12		
		DATE OF ISSUE	MATURITIES OUTSTANDING	INTEREST RATE	ORIGINAL ISSUE	OUTSTANDING 10-1-11	PRINCIPAL	INTEREST	TOTAL
General Obligation Refunding Bonds	2006B	1-15-06	3-01-12/22	3.548%, 5.00%, 4.00% 4.20%, 5.00% ,4.25%	28,970,000	23,695,000	1,830,000	1,074,690	2,904,690
Paying Agent/Other Fees									300
Total Expenditures						\$ 23,695,000	\$ 1,830,000	\$ 1,074,690	\$ 2,904,990



# **SECTION XIV**

## **CAPITAL**

## CAPITAL IMPROVEMENT PROGRAM

The presentation in this “Capital” section of the operating budget is to give users an overview of the capital program in place for the City. A separately produced Capital Improvement Program document provides detail on all of the projects listed in the “Capital” section of this operating budget.

The purpose of the Capital Improvement Program (CIP) is to implement and facilitate the City’s Master Plan. Generally, capital projects are in excess of \$15,000 and include such items as land purchases, building and/or renovating structures, roads, water and sewer line extensions, park developments and new City facilities such as fire stations, airports, or water treatment facilities. Major maintenance projects such as street resurfacing or a new roof for a building are not included in the CIP.

A listing of all currently available capital project funds is included in the “Summary of Capital Resources Available”. These are dollars which, subject to restrictions in bond covenants, may be used to fund some of the proposed CIP in conjunction with possible future debt issues, operating revenues, grants or other funding sources available to the City.

Inherent in any consideration of capital expenditures is the consideration of finding the dollars to pay for and then maintain the proposed projects. A primary source of capital dollars is debt issued by the City. General guidelines for a “safe” level of debt have been established at approximately eight percent (8%) of taxable assessed valuation, with certain minor adjustments to this amount. A discussion of this calculation and some basic information relative to ad valorem considerations of debt issuance are presented in the fourth section of the CIP budget.

The consideration of ongoing maintenance of capital assets subsequent to construction is of concern in approving any capital project. In order to provide this information for the decision making process, one of the required sections to be completed on a Capital Improvement Request Form or Capital Improvement Activity Form is a description of the operating budget impact of the project. Submitting Departments are required to evaluate the ongoing costs subsequent to completion of a project associated with personnel, commodities, contractual services, maintenance and other costs for each project submitted. Copies of these forms for each project listed in this capital section may be found in the City’s Capital Improvement Program document.

All capital projects currently funded and underway are listed in the “Capital Projects Budget Summary.”

The five year CIP needs assessment is presented in a schedule labeled “Capital Improvement Needs Assessment Budget.” Inherent in this needs assessment is the consideration of the operating budget impact in future years.

The “Capital Improvement Project Requests” are evaluated and prioritized by City management and tentative recommendations are made to City Council. Council then evaluates, modifies and reviews management’s tentative recommendations and adopts a CIP for the year.

Inclusion of a project in the “Capital Improvement Project Requests” does not insure that the project will be funded at any time in the future, but it does assure that the project will be evaluated on its merits relative to other proposed CIP projects.

## SUMMARY OF RESOURCES AVAILABLE

FUND	FUND NAME		REMAINING BALANCE
070	POLICE SPECIAL PURPOSES -FEDERAL (1)	\$ 441,136	
071	POLICE SPECIAL PURPOSES-STATE (1)	42,842	
073	HIDTA FEDERAL SEIZURES (1)	7,789	
074	DEPT. OF JUSTICE GRANT (JAG)	211	
	POLICE		\$ 491,978
095	STREET IMPROVEMENT FUND (PERMIT FEES) (2)	\$ 804,139	
152	STREET IMPROVEMENT CAPITAL FUND	64,910	
159	99 GP CO-STREET IMPROVEMENTS	4,700	
165	2001 GP CO-DRAINAGE IMPROVEMENTS	64,480	
168	2001 TRAFFIC IMPROVEMENTS BOND	4,696	
186	05 GP CO-STREETS AND DRAINAGE	70,530	
191	07 GP CO-STREETS AND DRAINAGE	33,882	
193	07 GP CO-TRAFFIC SYSTEM IMPROVEMENT	26,275	
195	09 GP CO-STREETS AND DRAINAGE	2,989,093	
	STREETS & TRAFFIC		\$ 4,062,705
185	05 GP CO-PUBLIC SAFETY EQUIPMENT		\$ 8,195
092	MUNICIPAL COURT TECHNOLOGY (6)		\$ 260,516
140	ANIMAL SHELTER FACILITY & EQUIPMENT		\$ 258,257
167	2001 RECORDS STORAGE EQUIP BOND		\$ 3,759
169	2001 PROFESSIONAL SERVICES BOND		\$ 7,410
188	05 GP CO-CITY FACILITY IMPROVEMENT	\$ 12,051	
192	07 GP CO-CITY FACILITY IMPROVEMENT	90,782	
196	09 GP CO-CITY FACILITY IMPROVEMENT	17,538	
	CITY FACILITY		\$ 120,371
158	99 GP CO PARK & HERITAGE DISTRICT	\$ 8	
182	03 GP CO-PARK IMPROVEMENTS	(993)	
187	05 GP CO-PARK IMPROVEMENTS	21,075	
190	07 GP CO-PARK IMPROVEMENTS	85,472	
194	09 GP CO-PARK IMPROVEMENTS	252,811	
	PARKS		\$ 358,373
157	98 GP CO-DOWNTOWN, CITY HALL, LAND	\$ 168,484	
184	03 GP CO-DOWNTOWN IMPROVEMENTS	388,238	
189	05 GP CO-DOWNTOWN IMPROVEMENTS	84,097	
	DOWNTOWN		\$ 640,819
446	98 GOLF COURSE CO CONSTRUCTION FUND		\$ 2,220
330	SPECIAL W&S SYSTEM IMPR & REPL CONSTRUCTION (3)	\$ 8,707,366	
340	T-BAR RANCH - WINKLER COUNTY IMPROVEMENTS (4)	2,044,119	
365	1993 W&S REV BOND CONSTRUCTION	12,960	
366	1996 W&S REV BOND CONSTRUCTION	20,196	
375	W&S 1999 FLT RATE REV CONST (TEX-CAP)	484,717	
380	W&S IMPROVEMENT CO	209,674	
	WATER & SEWER		\$ 11,479,032
509	AIRPORT RESTRICTED ASSET SALES (5)		\$ 89,089
641	01 SPORT COMPLEX C.O. CONSTRUCTION FUND		\$ 9,904
	TOTAL RESOURCES AVAILABLE		\$ 17,792,628

(1)RESTRICTED TO SPECIAL POLICE MATTERS

(4)COUNCIL DESIGNATED RESERVE FOR WINKLER CO. DEVELOPMEN

(2)RESTRICTED TO GENERAL STREET IMPROVEMENTS

(5)RESTRICTED TO FAA APPROVED PROJECTS

(3)FUNDS ARE PROVISIONS FOR REPLACEMENT OF ASSETS

(6)RESTRICTED TO MUNICIPAL COURT TECHNOLOGY



**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Rehabilitate Taxiway Systems	505	500	7003	116,850.00	109,831.43	7,018.57	93.99%
Rehabilitate Taxiway Systems	506	500	7003	6,150.00	5,649.17	500.83	91.86%
				123,000.00	115,480.60	7,519.40	
Terminal Rehabilitation	505	500	7004	4,158,815.00	3,757,148.90	401,666.10	90.34%
Terminal Rehabilitation	509	500	7004	46,539.00	46,539.00	0.00	100.00%
				4,205,354.00	3,803,687.90	401,666.10	
Sibley Nature Center Trail	005	090	7012	1,000,000.00	927,427.00	72,573.00	92.74%
				1,000,000.00	927,427.00	72,573.00	
2009 Recovery Act JAG City	074	110	7013	127,870.00	118,787.07	9,082.93	92.90%
				127,870.00	118,787.07	9,082.93	
09 10 Recycling Containers	435	300	7018	31,700.00	10,800.00	20,900.00	34.07%
				31,700.00	10,800.00	20,900.00	
2009 JAG City Portion	074	110	7032	26,689.00	0.00	26,689.00	0.00%
				26,689.00	0.00	26,689.00	
2009 Homeland Security EOD	005	115	7034	66,396.00	65,432.47	963.53	98.55%
				66,396.00	65,432.47	963.53	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Northwest Extension Project	505	500	7038	2,104,258.00	877,452.12	1,226,805.88	41.70%
Northwest Extension Project	509	500	7038	73,586.00	41,588.43	31,997.57	56.52%
				2,177,844.00	919,040.55	1,258,803.45	
Washington Park Improvements 11	061	075	7051	100,000.00	0.00	100,000.00	0.00%
				100,000.00	0.00	100,000.00	
Spark Park Target Area Infra 11	061	075	7052	492,939.00	4,164.54	488,774.46	0.84%
				492,939.00	4,164.54	488,774.46	
2010 JAG City Portion	074	110	7053	25,339.00	0.00	25,339.00	0.00%
				25,339.00	0.00	25,339.00	
Radio Sites Upgrade Project	005	030	7055	325,000.00	25,061.68	299,938.32	7.71%
				325,000.00	25,061.68	299,938.32	
Executive Apron Reconstruction	505	500	7056	215,000.00	92,375.83	122,624.17	42.97%
				215,000.00	92,375.83	122,624.17	
Runway 4/22 & 16L/34R Rehabilitation	505	500	7058	110,000.00	0.00	110,000.00	0.00%
				110,000.00	0.00	110,000.00	
I-20 Wildlife Preserve and Jenna Welch Nature	005	090	7062	2,000,000.00	150,000.00	1,850,000.00	7.50%
				2,000,000.00	150,000.00	1,850,000.00	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Centennial Plaza Phase 2	005	075	7063	190,000.00	0.00	190,000.00	0.00%
				190,000.00	0.00	190,000.00	
Stormwater Management Program	005	075	8469	309,000.00	301,356.74	7,643.26	97.53%
				309,000.00	301,356.74	7,643.26	
Re-Evaluat Of T-Bar & P Davis	340	300	8517	1,569,700.00	1,499,679.22	70,020.78	95.54%
				1,569,700.00	1,499,679.22	70,020.78	
South Garfield Extension Proj	181	075	8593	62,800.00	62,800.00	0.00	100.00%
South Garfield Extension Proj	186	075	8593	269,000.00	269,000.00	0.00	100.00%
South Garfield Extension Proj	191	075	8593	365,000.00	343,336.72	21,663.28	94.06%
South Garfield Extension Proj	195	075	8593	3,000,000.00	1,265,960.64	1,734,039.36	42.20%
				3,696,800.00	1,941,097.36	1,755,702.64	
Hogan Park Renovations Project	182	090	8596	525,000.00	483,666.42	41,333.58	92.13%
Hogan Park Renovations Project	190	090	8596	100,000.00	8,088.56	91,911.44	8.09%
				625,000.00	491,754.98	133,245.02	
Wydewood/Fairmont Improvemnts	005	075	8611	13,456.00	0.00	13,456.00	0.00%
Wydewood/Fairmont Improvemnts	165	075	8611	150,000.00	124,655.11	25,344.89	83.10%
				163,456.00	124,655.11	38,800.89	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Windlands Water Conserv Learn	305	300	8618	15,000.00	9,275.00	5,725.00	61.83%
Windlands Water Conserv Learn	435	300	8618	15,000.00	10,528.75	4,471.25	70.19%
				30,000.00	19,803.75	10,196.25	
Wall St. Rehabilitation Proj	005	075	8651	1,025,000.00	1,020,885.65	4,114.35	99.60%
Wall St. Rehabilitation Proj	095	075	8651	1,391,050.00	1,391,050.00	0.00	100.00%
Wall St. Rehabilitation Proj	164	075	8651	373,590.00	373,590.00	0.00	100.00%
Wall St. Rehabilitation Proj	181	075	8651	580,526.00	580,526.00	0.00	100.00%
Wall St. Rehabilitation Proj	186	075	8651	5,800.00	0.00	5,800.00	0.00%
				3,375,966.00	3,366,051.65	9,914.35	
City Hall Hvac Renovations	005	040	8665	65,000.00	43,995.46	21,004.54	67.69%
City Hall Hvac Renovations	188	040	8665	375,000.00	375,000.00	0.00	100.00%
				440,000.00	418,995.46	21,004.54	
Holiday Hill Road Ext Proj 06	005	075	8730	1,849,233.00	1,331,613.10	517,619.90	72.01%
Holiday Hill Road Ext Proj 06	152	075	8730	329,000.00	329,000.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	165	075	8730	260,000.00	260,000.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	181	075	8730	220,000.00	220,000.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	186	075	8730	403,207.00	397,755.08	5,451.92	98.65%
Holiday Hill Road Ext Proj 06	191	075	8730	104,496.00	104,496.00	0.00	100.00%
Holiday Hill Road Ext Proj 06	305	075	8730	61,352.00	61,352.00	0.00	100.00%
				3,227,288.00	2,704,216.18	523,071.82	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Water Purification Plant 06	305	300	8756	1,765,446.00	1,690,043.57	75,402.43	95.73%
Water Purification Plant 06	380	300	8756	22,295,061.00	22,295,061.00	0.00	100.00%
				24,060,507.00	23,985,104.57	75,402.43	
Effluent Reuse Satellite 06	305	300	8757	354,016.00	354,016.00	0.00	100.00%
Effluent Reuse Satellite 06	380	300	8757	435,998.00	101,123.89	334,874.11	23.19%
				790,014.00	455,139.89	334,874.11	
Distribution System Pipeline06	305	300	8758	534,547.00	61,384.80	473,162.20	11.48%
				534,547.00	61,384.80	473,162.20	
Shell Booster Station Proj 06	305	300	8759	611,991.00	585,726.99	26,264.01	95.71%
				611,991.00	585,726.99	26,264.01	
07 Northgate Sec22 Develop Agr	186	075	8783	250,000.00	130,759.25	119,240.75	52.30%
				250,000.00	130,759.25	119,240.75	
Runway 16R-34L Rehabilitate 07	505	500	8787	4,405,453.00	4,330,428.88	75,024.12	98.30%
Runway 16R-34L Rehabilitate 07	506	500	8787	254,959.00	224,330.13	30,628.87	87.99%
				4,660,412.00	4,554,759.01	105,652.99	
Centennial Plaza Enhancement07	005	075	8794	500,000.00	500,000.00	0.00	100.00%
Centennial Plaza Enhancement07	087	075	8794	800,000.00	800,000.00	0.00	100.00%
Centennial Plaza Enhancement07	091	075	8794	750,000.00	674,245.72	75,754.28	89.90%

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Centennial Plaza Enhancement07	177	075	8794	10,190.00	10,190.00	0.00	100.00%
				2,060,190.00	1,984,435.72	75,754.28	
07 Water Conservation Project	305	300	8811	334,031.00	292,701.60	41,329.40	87.63%
				334,031.00	292,701.60	41,329.40	
City Wireless Project 07	005	030	8814	170,120.00	92,724.28	77,395.72	54.51%
				170,120.00	92,724.28	77,395.72	
CGI Systems Upgrade Project 07	700	030	8817	187,500.00	187,500.00	0.00	100.00%
CGI Systems Upgrade Project 07	705	030	8817	187,500.00	164,899.60	22,600.40	87.95%
CGI Systems Upgrade Project 07	755	030	8817	2,150,000.00	2,150,000.00	0.00	100.00%
CGI Systems Upgrade Project 07	765	030	8817	125,000.00	0.00	125,000.00	0.00%
				2,650,000.00	2,502,399.60	147,600.40	
Equipment & Technology Project	005	110	8820	46,830.00	24,426.00	22,404.00	52.16%
				46,830.00	24,426.00	22,404.00	
Records Center Acquire&Imprv07	192	040	8821	450,000.00	415,827.15	34,172.85	92.41%
				450,000.00	415,827.15	34,172.85	
CAD/AVL Location System	005	030	8825	1,097,490.00	1,090,817.07	6,672.93	99.39%
CAD/AVL Location System	755	030	8825	2,200,000.00	2,200,000.00	0.00	100.00%
				3,297,490.00	3,290,817.07	6,672.93	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Paul Davis Well Fld Improve 08	305	300	8833	948,249.00	848,215.59	100,033.41	89.45%
				948,249.00	848,215.59	100,033.41	
Headworks & Digester Improve08	305	300	8844	243,544.00	168,513.13	75,030.87	69.19%
Headworks & Digester Improve08	380	300	8844	8,472,291.00	8,472,291.00	0.00	100.00%
				8,715,835.00	8,640,804.13	75,030.87	
Landfill Pit 2 Construction 08	435	300	8846	4,024,097.00	3,955,901.84	68,195.16	98.31%
				4,024,097.00	3,955,901.84	68,195.16	
Heritage Gardens 08 Project	005	090	8847	11,277.00	1,006.31	10,270.69	8.92%
Heritage Gardens 08 Project	158	090	8847	4,155.00	1,558.19	2,596.81	37.50%
				15,432.00	2,564.50	12,867.50	
Airport Water Treatment Plant	305	300	8850	40,171.00	12,326.73	27,844.27	30.69%
Airport Water Treatment Plant	380	300	8850	4,544,785.00	4,544,785.00	0.00	100.00%
				4,584,956.00	4,557,111.73	27,844.27	
Police Firearms Facility 08	005	110	8854	373,500.00	217,581.68	155,918.32	58.25%
				373,500.00	217,581.68	155,918.32	
Wpcp Improvements Project 08	380	300	8855	1,019,580.00	741,935.99	277,644.01	72.77%
				1,019,580.00	741,935.99	277,644.01	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Rehab Of Airfield Light/Sign	505	500	8857	1,566,971.00	1,566,971.00	0.00	100.00%
Rehab Of Airfield Light/Sign	506	500	8857	82,472.00	81,850.20	621.80	99.25%
				1,649,443.00	1,648,821.20	621.80	
Rehabilitation Of Runway 10-28	505	500	8858	3,796,224.00	3,777,156.80	19,067.20	99.50%
Rehabilitation Of Runway 10-28	506	500	8858	134,571.00	134,571.00	0.00	100.00%
				3,930,795.00	3,911,727.80	19,067.20	
Equipment & Tech BBB08 Project	005	110	8862	33,000.00	8,149.40	24,850.60	24.70%
				33,000.00	8,149.40	24,850.60	
Jal Draw Channel Lining	005	075	8880	3,744,000.00	2,397,603.66	1,346,396.34	64.04%
Jal Draw Channel Lining	154	075	8880	10,244.00	10,244.00	0.00	100.00%
Jal Draw Channel Lining	171	075	8880	48,412.00	48,412.00	0.00	100.00%
				3,802,656.00	2,456,259.66	1,346,396.34	
City Facilities Renovations 09	005	040	8881	232,517.00	205,502.60	27,014.40	88.38%
				232,517.00	205,502.60	27,014.40	
Solomon Estate Sec 2 Paving 09	186	075	8886	43,000.00	41,929.00	1,071.00	97.51%
				43,000.00	41,929.00	1,071.00	



**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Task Force Funds Project	005	110	8892	29,388.00	0.00	29,388.00	0.00%
				29,388.00	0.00	29,388.00	
Gateway Plaza Dev Participate	305	075	8897	570,800.00	494,610.92	76,189.08	86.65%
				570,800.00	494,610.92	76,189.08	
Midland Senior Center Improve	196	090	8901	250,000.00	244,681.43	5,318.57	97.87%
				250,000.00	244,681.43	5,318.57	
S-11A Hangar Repairs	505	500	8903	117,580.00	117,575.19	4.81	100.00%
S-11A Hangar Repairs	509	500	8903	190,000.00	189,951.15	48.85	99.97%
				307,580.00	307,526.34	53.66	
08-09 Street Paving Phase II	005	075	8904	996,700.00	952,919.23	43,780.77	95.61%
				996,700.00	952,919.23	43,780.77	
MLK Center Renovations	005	090	8906	500,000.00	500,000.00	0.00	100.00%
MLK Center Renovations	190	090	8906	200,000.00	200,000.00	0.00	100.00%
MLK Center Renovations	196	090	8906	1,500,000.00	338,555.28	1,161,444.72	22.57%
				2,200,000.00	1,038,555.28	1,161,444.72	
Equip & Fire Range Improve 07	005	110	8907	20,000.00	0.00	20,000.00	0.00%
				20,000.00	0.00	20,000.00	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Street Paving & Ancillary Uses	005	075	8912	1,789,800.00	123,235.25	1,666,564.75	6.89%
				1,789,800.00	123,235.25	1,666,564.75	
09-10 Street And Roadway Imprv	005	075	8917	145,967.00	0.00	145,967.00	0.00%
				145,967.00	0.00	145,967.00	
Municipal Court Building	196	010	8919	1,500,000.00	53,496.63	1,446,503.37	3.57%
				1,500,000.00	53,496.63	1,446,503.37	
Airport & Paul Davis Wells Imp	305	300	8921	386,412.00	0.00	386,412.00	0.00%
Airport & Paul Davis Wells Imp	380	300	8921	3,877,740.00	2,878,762.54	998,977.46	74.24%
				4,264,152.00	2,878,762.54	1,385,389.46	
Police Equipment & Technology	005	110	8922	96,971.00	0.00	96,971.00	0.00%
				96,971.00	0.00	96,971.00	
Landfill Solid Waste Support	435	300	8925	269,572.00	256,306.40	13,265.60	95.08%
				269,572.00	256,306.40	13,265.60	
Paul Davis Wellfld Utilization	305	300	8926	124,840.00	96,198.96	28,641.04	77.06%
				124,840.00	96,198.96	28,641.04	
Spraberry Groundwater Project	305	300	8927	276,000.00	128,142.76	147,857.24	46.43%
				276,000.00	128,142.76	147,857.24	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Target Area Water & Sewer Impv	305	075	8928	314,980.00	311,859.45	3,120.55	99.01%
				314,980.00	311,859.45	3,120.55	
Half Ratliff Taylor Park Impv	194	090	8931	300,000.00	188,619.34	111,380.66	62.87%
				300,000.00	188,619.34	111,380.66	
Commens Fence Area Project	625	620	8932	20,000.00	0.00	20,000.00	0.00%
				20,000.00	0.00	20,000.00	
Patel Addition Developer Agree	191	075	8936	81,340.00	0.00	81,340.00	0.00%
Patel Addition Developer Agree	305	075	8936	6,875.00	0.00	6,875.00	0.00%
				88,215.00	0.00	88,215.00	
Stonebridge Developer Agreeemnt	191	075	8940	256,000.00	0.00	256,000.00	0.00%
Stonebridge Developer Agreeemnt	305	075	8940	6,900.00	6,800.00	100.00	98.55%
				262,900.00	6,800.00	256,100.00	
NW Tower/Mockingbird Ln	305	300	8942	634,876.00	0.00	634,876.00	0.00%
				634,876.00	0.00	634,876.00	
BBB10 Equip, Tech & Supplies	005	110	8943	35,000.00	0.00	35,000.00	0.00%
				35,000.00	0.00	35,000.00	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Hogan Park Lighting Project	091	090	8944	100,000.00	95,940.32	4,059.68	95.94%
				100,000.00	95,940.32	4,059.68	
Lamesa Rd Paving & Drainage	195	075	8946	37,000.00	2,349.88	34,650.12	6.35%
				37,000.00	2,349.88	34,650.12	
Lamesa Rd W&S Reconstruction	305	075	8947	1,279,642.00	243.76	1,279,398.24	0.02%
				1,279,642.00	243.76	1,279,398.24	
Grasslands Estates West Dev	305	075	8951	119,296.00	0.00	119,296.00	0.00%
				119,296.00	0.00	119,296.00	
Ward Street Bridge Project	005	075	8952	56,000.00	14,893.69	41,106.31	26.60%
				56,000.00	14,893.69	41,106.31	
Mockingbird Oak Developer Agmt	191	075	8954	108,311.00	0.00	108,311.00	0.00%
				108,311.00	0.00	108,311.00	
Wastewater Modeling & Flow Reduction	305	300	8955	479,300.00	49,575.00	429,725.00	10.34%
				479,300.00	49,575.00	429,725.00	
Pecan Acres Developer Agreement	191	075	8957	32,654.00	0.00	32,654.00	0.00%
Pecan Acres Developer Agreement	305	075	8957	7,779.00	0.00	7,779.00	0.00%
				40,433.00	0.00	40,433.00	

**CITY OF MIDLAND  
CAPITAL PROJECTS BUDGET SUMMARY  
BY PROJECT**

Project Name	Funding Source	Responsible Department	Project Number	Estimated Total Cost	Total Project Expenditures	Anticipated Remaining Expenditures	Percent of Project Expended
Tanks Evaluation & Coating/Rehab	305	300	8958	211,000.00	0.00	211,000.00	0.00%
				211,000.00	0.00	211,000.00	
Citizens Collection/Recycling Center	435	430	8959	648,037.00	47,346.91	600,690.09	7.31%
				648,037.00	47,346.91	600,690.09	
Field Light Replacement Project	625	620	8961	900,000.00	0.00	900,000.00	0.00%
				900,000.00	0.00	900,000.00	
Holiday Hill Road Expansion	005	075	8964	348,510.00	0.00	348,510.00	0.00%
				348,510.00	0.00	348,510.00	
Highway 191 Sewerline Project	305	075	8965	50,000.00	0.00	50,000.00	0.00%
				50,000.00	0.00	50,000.00	
<b>Grand Totals</b>				<b>112,818,803.00</b>	<b>90,004,643.23</b>	<b>22,814,159.77</b>	

**DESCRIPTION OF CAPITAL PROJECTS  
WITH TOTAL ESTIMATED COST IN EXCESS OF \$750,000**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>
7004	TERMINAL REHABILITATION	Repair various areas in Terminal Building.	4,205,354
7012	SIBLEY NATURE CENTER TRAIL	Renovation and trail improvements to Sibley Nature Center at Hogan Park.	1,000,000
7038	NORTHWEST EXTENSION PROJECT	Extension of taxiway at Midland International Airport.	2,177,844
7062	I-20 WILDLIFE PRESERVE AND JENNA WELCH	Development of the I-20 Wildlife Preserve	2,000,000
8517	RE-EVALUAT OF T-BAR & P DAVIS	Evaluation of quantity and quality of water remaining in the Paul Davis, T-Bar Ranch, and Airport well fields.	1,569,700
8593	SOUTH GARFIELD EXTENSION PROJ	Extension of Garfield Ave and repairs.	3,696,800
8651	WALL ST. REHABILITATION PROJ	Rehabilitation of Wall Street from Big Spring to Front. Project left open to pay for any costs associated with tear-down of adjacent buildings.	3,375,966
8730	HOLIDAY HILL ROAD EXT PROJ 06	Extension of Holiday Hill Rd from Briarwood to reliever route. Need to reseed, drill water well, and fix erosion before closing.	3,227,288
8756	WATER PURIFICATION PLANT 06	The City is not in compliance with the current arsenic regulations. To remedy this, the Water Purification Plant needs additional treated water storage, upgraded chemical storage and delivery systems, a raw water reservoir, and additional pumping capacity.	24,060,507
8757	EFFLUENT REUSE SATELLITE 06	Midland College is a significant user of potable water for irrigation. This project will provide treated effluent for use as irrigation water to replace their potable use.	790,014
8787	RUNWAY 16R-34L REHABILITATE 07	FAA required update of RW 16R/34L.	4,660,412
8794	CENTENNIAL PLAZA ENHANCEMENT07	Renovation and redevelopment of Centennial Plaza.	2,060,190

**DESCRIPTION OF CAPITAL PROJECTS  
WITH TOTAL ESTIMATED COST IN EXCESS OF \$750,000**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>
8817	CGI SYSTEMS UPGRADE PROJECT 07	Upgrade the City's financial, human resources and payroll software.	2,650,000
8825	CAD/AVL LOCATION SYSTEM	Upgrade the City's Computer Aided Dispatch Software and add Automatic Vehicle Locator Software.	3,297,490
8833	PAUL DAVIS WELL FLD IMPROVE 08	Design and construction services for design of mechanical, electrical instrumentation and control improvements at the well field to improve reliability, monitoring and control capabilities.	948,249
8844	HEADWORKS & DIGESTER IMPROVE08	The headwork pumps at the Water Pollution Control Plant are failing and need to be replaced. Without these the plant cannot function. The SCADA system at the WPCP is over 10 years old and needs to be updated. The digesters at the WPCP are over 50 years old and need to be rehabilitated and/or replaced in order to continue operation.	8,715,835
8846	LANDFILL PIT 2 CONSTRUCTION 08	Construction to open a new cell at the City of Midland Landfill.	4,024,097
8850	AIRPORT WATER TREATMENT PLANT	The new UTPB Performing Arts Center will require potable water service for operation. It will be co-located with the existing CEED facility. This plant will provide water for these facilities and ultimately for the Airport as well.	4,584,956
8855	WPCP IMPROVEMENTS PROJECT 08	The headwork pumps at the Water Pollution Control Plant are failing and need to be replaced. Without these the plant cannot function. The SCADA system at the WPCP is over 10 years old and needs to be updated. The digesters at the WPCP are over 50 years old and need to be rehabilitated and/or replaced in order to continue operation.	1,019,580
8857	REHAB OF AIRFIELD LIGHT/SIGN	FAA required update to airfield lighting and signage.	1,649,443

**DESCRIPTION OF CAPITAL PROJECTS  
WITH TOTAL ESTIMATED COST IN EXCESS OF \$750,000**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>
8858	REHABILITATION OF RUNWAY 10-28	FAA required update to RW10/28.	3,930,795
8880	JAL DRAW CHANNEL LINING	Slope erosion protection of alley and homes backing up to Jal Draw.	3,802,656
8904	08-09 STREET PAVING PHASE II	Paving of substandard Madison Street from Front St to South St and Pueblo Juan Alley.	996,700
8906	MLK CENTER RENOVATIONS	Renovation of the Martin Luther King Jr Community Center.	2,200,000
8912	STREET PAVING & ANCILLARY USES	Construction of S Garfield from Carver to Cotton Flat.	1,789,800
8919	MUNICIPAL COURT BUILDING	Less than 90 square feet per person is available for Municipal Court employees due to volume of transactions undertaken by Court. Court is 20 plus years old.	1,500,000
8921	AIRPORT & PAUL DAVIS WELLS IMP	The replacement of all SCADA equipment are necessary to allow the system to operate with the system at the Water Purification Plant. This project will also replace some non-functioning valves and upgrade the chlorination system.	4,264,152
8947	LAMESA RD W&S RECONSTRUCTION	Replace water main in Lamesa Rd, from Dormard Ave to Walnut Ln.	1,279,642
8961	FIELD LIGHT REPLACEMENT	The current light system does not meet Minor League Baseball standards. The monitored light systems will be installed in both stadiums at the Scharbauer Sports Complex.	900,000



**CAPITAL IMPROVEMENT NEEDS ASSESSMENT BUDGET  
BY PROPOSED FUNDING SOURCE BY YEAR**

Source of Proposed Funding	Year 1 2012 Cost	Year 2 2013 Cost	Year 3 2014 Cost	Year 4 2015 Cost	Year 5 2016 Cost	Estimated Total Cost
Federal Grant	3,451,725	2,403,765	-	-	-	5,855,490
State Grant	200,000	-	-	300,000	-	500,000
C.O. Requests	45,827,500	12,931,723	24,323,633	13,346,534	4,111,034	100,540,424
Revenue Bonds	-	-	-	-	-	-
General Fund	155,000	-	-	-	-	155,000
W & S Fund	8,770,000	3,300,000	3,000,000	2,000,000	1,500,000	18,570,000
Sanitation Fund	1,081,500	-	-	-	-	1,081,500
Airport Fund	-	-	-	-	-	-
Airport PFC	-	-	-	-	-	-
Garage Fund	-	-	-	-	-	-
Other	15,294,886	267,085	-	-	-	15,561,971
<b>Annual Totals</b>	<b>74,780,611</b>	<b>18,902,573</b>	<b>27,323,633</b>	<b>15,646,534</b>	<b>5,611,034</b>	<b>142,264,385</b>

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
BY PROJECT BY YEAR**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2012 Cost	Year 2 2013 Cost	Year 3 2014 Cost	Year 4 2015 Cost	Year 5 2016 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget	
												Anticipated Savings	Additional Expense
Oversize Participation and Utility Extensions	300	300	2000-02	W & S Fund	500,000	500,000	500,000	500,000	500,000	2,500,000	50	-	50,000
					500,000	500,000	500,000	500,000	500,000	2,500,000		-	50,000
Oak Street Bridge Culvert Work	001	075	2000-11	C.O.	170,000	-	-	-	-	170,000	50	-	3,400
					170,000	-	-	-	-	170,000		-	3,400
Mockingbird Dr Extension - 349 to Midkiff	001	075	2000-13	State Grant	-	-	-	300,000	-	300,000	20	-	15,000
Mockingbird Dr Extension - 349 to Midkiff	001	075	2000-13	C.O.	-	460,000	460,000	460,000	-	1,380,000	20	-	69,000
					-	460,000	460,000	760,000	-	1,680,000		-	84,000
Midland Draw Excavation Phase 4	001	075	2000-15	C.O.	230,000	230,000	-	-	-	460,000	20	-	23,000
					230,000	230,000	-	-	-	460,000		-	23,000
Midland Draw Excavation Phase 2 & 3	001	075	2000-16	C.O.	345,000	345,000	-	-	-	690,000	20	-	34,500
					345,000	345,000	-	-	-	690,000		-	34,500
Midland Draw Excavation Phase 1	001	075	2000-17	C.O.	-	350,000	-	-	-	350,000	20	-	17,500
					-	350,000	-	-	-	350,000		-	17,500
Central Business District Traffic Signal Pole Replacement	001	075	2000-24	C.O.	87,000	87,000	87,000	-	-	261,000	20	-	13,050
					87,000	87,000	87,000	-	-	261,000		-	13,050
Municipal Court Building	001	010	2000-98	C.O.	5,500,000	726,133	726,133	726,134	726,134	8,404,534	40	-	210,113
					5,500,000	726,133	726,133	726,134	726,134	8,404,534		-	210,113
City and Airport Utility Line Replacements	300	300	2001-01	W & S Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000	50	-	100,000
					1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000		-	100,000
Beal Parkway (formerly known as W Illinois)	001	090	2005-04	C.O.	-	-	2,000,000	-	-	2,000,000	20	-	100,000
					-	-	2,000,000	-	-	2,000,000		-	100,000
Landfill Scale House and Scales	430	430	2006-04	Sanitation	1,081,500	-	-	-	-	1,081,500	40	-	27,038
					1,081,500	-	-	-	-	1,081,500		-	27,038
Idlewilde Retention Basin & Outfall	001	075	2006-06	C.O.	-	-	330,000	640,000	340,000	1,310,000	20	-	65,500
					-	-	330,000	640,000	340,000	1,310,000		-	65,500
Beal Park Project	001	090	2007-01	Other	9,000,000	-	-	-	-	9,000,000	40	-	225,000
					9,000,000	-	-	-	-	9,000,000		-	225,000
Windlands Park Pavilion Replacement	001	090	2007-11	Other	100,000	-	-	-	-	100,000	10	-	10,000
					100,000	-	-	-	-	100,000		-	10,000
Ballistic Training Module	001	110	2007-13	C.O.	1,215,000	-	-	-	-	1,215,000	40	-	30,375
					1,215,000	-	-	-	-	1,215,000		-	30,375

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
BY PROJECT BY YEAR**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2012 Cost	Year 2 2013 Cost	Year 3 2014 Cost	Year 4 2015 Cost	Year 5 2016 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget	
												Anticipated Savings	Additional Expense
Satellite Reuse Plant	300	300	2007-28	C.O.	6,300,000	-	-	-	-	6,300,000	20	-	315,000
					6,300,000	-	-	-	-	6,300,000		-	315,000
Longview Street	001	075	2008-01	C.O.	170,000	-	-	-	-	170,000	20	-	8,500
					170,000	-	-	-	-	170,000		-	8,500
Briarwood Avenue	001	075	2008-02	C.O.	-	-	-	575,000	-	575,000	20	-	28,750
					-	-	-	575,000	-	575,000		-	28,750
Midkiff Rd - Andrews Hwy to Wadley Ave	001	075	2008-03	C.O.	-	-	-	3,000,000	-	3,000,000	20	-	150,000
					-	-	-	3,000,000	-	3,000,000		-	150,000
Midkiff Rd - Wall St to Illinois Ave	001	075	2008-04	C.O.	2,230,000	-	-	-	-	2,230,000	20	-	111,500
					2,230,000	-	-	-	-	2,230,000		-	111,500
Illinois Ave - Marienfeld St to Andrews Hwy	001	075	2008-05	C.O.	-	2,600,000	-	640,000	-	3,240,000	20	-	162,000
					-	2,600,000	-	640,000	-	3,240,000		-	162,000
Midland Dr - Illinois Ave to Andrews Hwy	001	075	2008-06	C.O.	-	2,300,000	-	-	-	2,300,000	20	-	115,000
					-	2,300,000	-	-	-	2,300,000		-	115,000
Illinois Ave - Andrews Hwy to Midland Dr	001	075	2008-08	C.O.	-	-	4,000,000	-	-	4,000,000	20	-	200,000
					-	-	4,000,000	-	-	4,000,000		-	200,000
Garfield St - Tennessee Ave to Golf Course Rd	001	075	2008-09	C.O.	-	-	504,000	-	-	504,000	20	-	25,200
					-	-	504,000	-	-	504,000		-	25,200
Illinois Ave - Main St to Terrell St	001	075	2008-11	C.O.	-	-	-	750,000	-	750,000	20	-	37,500
					-	-	-	750,000	-	750,000		-	37,500
Golf Course Rd - Scharbauer Dr to Midkiff Rd	001	075	2008-12	C.O.	-	-	-	3,450,000	-	3,450,000	20	-	172,500
					-	-	-	3,450,000	-	3,450,000		-	172,500
Valley Gutter Installation and Pavement Reconstruction o	001	075	2008-13	C.O.	387,500	387,500	-	-	-	775,000	20	-	38,750
					387,500	387,500	-	-	-	775,000		-	38,750
Northwest Substation	001	110	2008-15	C.O.	150,000	-	-	-	-	150,000	40	-	3,750
					150,000	-	-	-	-	150,000		-	3,750
Autocite for Patrol	001	110	2008-17	C.O.	-	80,000	-	-	-	80,000	6	-	13,333
					-	80,000	-	-	-	80,000		-	13,333
Training Facility Expansion	001	110	2008-20	C.O.	468,000	-	-	-	-	468,000	20	-	23,400
					468,000	-	-	-	-	468,000		-	23,400

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
BY PROJECT BY YEAR**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2012 Cost	Year 2 2013 Cost	Year 3 2014 Cost	Year 4 2015 Cost	Year 5 2016 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget	
												Anticipated Savings	Additional Expense
Firearms Training Technology	001	110	2009-02	Other	50,000	-	-	-	-	50,000	6	-	8,333
					50,000	-	-	-	-	50,000		-	8,333
Raw Water Storage	300	300	2009-09	C.O.	6,700,000	-	-	-	-	6,700,000	40	-	167,500
					6,700,000	-	-	-	-	6,700,000		-	167,500
ATV Park	001	090	2009-18	State Grant	200,000	-	-	-	-	200,000	20	-	10,000
ATV Park	001	090	2009-18	Other	50,000	-	-	-	-	50,000	20	-	2,500
					250,000	-	-	-	-	250,000		-	12,500
Dunagan Restroom Replacement	001	090	2009-20	Other	100,000	-	-	-	-	100,000	40	-	2,500
					100,000	-	-	-	-	100,000		-	2,500
Washington Park Tennis Courts	001	090	2009-28	Other	75,000	-	-	-	-	75,000	20	-	3,750
					75,000	-	-	-	-	75,000		-	3,750
City Wide Valley Gutter Installation and Reconstruction	001	075	2009-32	C.O.	495,000	495,000	-	-	-	990,000	20	-	49,500
					495,000	495,000	-	-	-	990,000		-	49,500
Doug Russell Pool	001	090	2010-01	C.O.	3,500,000	-	-	-	-	3,500,000	20	-	175,000
					3,500,000	-	-	-	-	3,500,000		-	175,000
Washington Pool	001	090	2010-06	C.O.	1,500,000	-	-	-	-	1,500,000	20	-	75,000
					1,500,000	-	-	-	-	1,500,000		-	75,000
Sex Offender Monitoring System	001	110	2010-09	Other	55,000	-	-	-	-	55,000	6	-	9,167
					55,000	-	-	-	-	55,000		-	9,167
Facilities Building Construction	300	300	2010-15	C.O.	-	-	2,000,000	-	-	2,000,000	40	-	50,000
					-	-	2,000,000	-	-	2,000,000		-	50,000
Manhole Replacement	300	300	2010-17	W & S Fund	500,000	500,000	500,000	500,000	-	2,000,000	50	-	40,000
					500,000	500,000	500,000	500,000	-	2,000,000		-	40,000
Warehouse Rd	001	075	2011-02	C.O.	-	-	-	-	1,530,000	1,530,000	20	-	76,500
					-	-	-	-	1,530,000	1,530,000		-	76,500
4-yr Capital Outlay (Paving Improvements)	001	075	2011-03	C.O.	-	804,000	-	1,051,000	-	1,855,000	20	-	92,750
					-	804,000	-	1,051,000	-	1,855,000		-	92,750
Sinclair Drainage Basin & Outfall	001	075	2011-04	C.O.	-	-	1,080,000	-	-	1,080,000	20	-	54,000
					-	-	1,080,000	-	-	1,080,000		-	54,000
S Midland Dr	001	075	2011-05	C.O.	-	-	-	-	1,440,000	1,440,000	20	-	72,000
					-	-	-	-	1,440,000	1,440,000		-	72,000

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
BY PROJECT BY YEAR**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2012 Cost	Year 2 2013 Cost	Year 3 2014 Cost	Year 4 2015 Cost	Year 5 2016 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget	
												Anticipated Savings	Additional Expense
N Midkiff Rd - Illinois Ave to Andrews Hwy	001	075	2011-06	C.O.	-	2,260,000	-	-	-	2,260,000	20	-	113,000
					-	2,260,000	-	-	-	2,260,000		-	113,000
Pioneer Park Pavilion Replacement	001	090	2011-07	Other	100,000	-	-	-	-	100,000	20	-	5,000
					100,000	-	-	-	-	100,000		-	5,000
2011 Master Plan Projects	001	090	2011-08	C.O.	8,380,000	-	-	-	-	8,380,000	20	-	419,000
					8,380,000	-	-	-	-	8,380,000		-	419,000
Repaint/Rehab of Elevated Towers	300	300	2011-11	W & S Fund	1,750,000	1,300,000	-	-	-	3,050,000	10	-	305,000
					1,750,000	1,300,000	-	-	-	3,050,000		-	305,000
Rehab of Edgewood Ground Storage Tank	300	300	2011-12	W & S Fund	-	-	1,000,000	-	-	1,000,000	20	-	50,000
					-	-	1,000,000	-	-	1,000,000		-	50,000
Primary Screen & Digester Gas Piping	300	300	2011-13	W & S Fund	5,020,000	-	-	-	-	5,020,000	20	-	251,000
					5,020,000	-	-	-	-	5,020,000		-	251,000
Staircase Repair at Loraine Center	001	040	2012-01	General Fund	110,000	-	-	-	-	110,000	40	-	2,750
					110,000	-	-	-	-	110,000		-	2,750
Citywide ADA Ramps Phase I	001	075	2012-02	Other	500,000	-	-	-	-	500,000	20	-	25,000
					500,000	-	-	-	-	500,000		-	25,000
Pilot Channels Phase I	001	075	2012-03	Other	500,000	-	-	-	-	500,000	20	-	25,000
					500,000	-	-	-	-	500,000		-	25,000
Mill and Overlay 2012	001	075	2012-04	Other	1,500,000	-	-	-	-	1,500,000	20	500,000	75,000
					1,500,000	-	-	-	-	1,500,000		500,000	75,000
Adaptive Traffic Control for Andrews Hwy Corridor	001	075	2012-05	Other	475,000	-	-	-	-	475,000	6	-	79,167
					475,000	-	-	-	-	475,000		-	79,167
LED Street Light Replacement	001	075	2012-06	Other	600,000	-	-	-	-	600,000	6	-	100,000
					600,000	-	-	-	-	600,000		-	100,000
LED Traffic Signal Replacement	001	075	2012-07	Other	200,000	-	-	-	-	200,000	6	-	33,333
					200,000	-	-	-	-	200,000		-	33,333
Battery Backup at Traffic Signals	001	075	2012-08	Other	375,000	-	-	-	-	375,000	20	-	18,750
					375,000	-	-	-	-	375,000		-	18,750
Backlit Street Markers	001	075	2012-09	Other	555,000	-	-	-	-	555,000	20	-	27,750
					555,000	-	-	-	-	555,000		-	27,750

**CITY OF MIDLAND  
CAPITAL IMPROVEMENT PROJECT REQUESTS  
BY PROJECT BY YEAR**

Project Name	Fund	Dept	CIP Project Number	Source of Proposed Funding	Year 1 2012 Cost	Year 2 2013 Cost	Year 3 2014 Cost	Year 4 2015 Cost	Year 5 2016 Cost	Estimated Total Cost	Asset Life in Years	Operating Budget	
												Anticipated Savings	Additional Expense
Radio System Upgrade	001	110	2012-10	C.O.	8,000,000	-	-	-	-	8,000,000	6	-	1,333,333
					8,000,000	-	-	-	-	8,000,000		-	1,333,333
Police Department Expansion/Remodel	001	110	2012-11	C.O.	-	1,500,000	-	-	-	1,500,000	40	-	37,500
					-	1,500,000	-	-	-	1,500,000		-	37,500
Fire Training Facility Improvement	001	115	2012-12	C.O.	-	307,090	1,016,500	2,054,400	74,900	3,452,890	40	-	87,822
Fire Training Facility Improvement	001	115	2012-12	General Fund	45,000	-	-	-	-	45,000	40	-	1,125
					45,000	307,090	1,016,500	2,054,400	74,900	3,497,890		-	88,947
Spraberry Lift Station Rehabilitation	300	300	2012-13	C.O.	-	-	2,400,000	-	-	2,400,000	40	-	60,000
					-	-	2,400,000	-	-	2,400,000		-	60,000
Spraberry Pump Station	300	300	2012-14	C.O.	-	-	5,720,000	-	-	5,720,000	40	-	143,000
					-	-	5,720,000	-	-	5,720,000		-	143,000
SH191 Booster Pump Station	300	300	2012-15	C.O.	-	-	4,000,000	-	-	4,000,000	40	-	100,000
					-	-	4,000,000	-	-	4,000,000		-	100,000
Citibank Control Room Renovation	620	620	2012-16	Other	75,000	-	-	-	-	75,000	6	-	12,500
					75,000	-	-	-	-	75,000		-	12,500
Citibank Shade, Batting Cage, and Maintenance Storage	620	620	2012-17	Other	610,000	-	-	-	-	610,000	40	-	18,850
					610,000	-	-	-	-	610,000		-	18,850
Runway/Taxiway Lighting Cable Replacement	500	500	2012-18	Federal	54,000	2,403,765	-	-	-	2,457,765	20	-	122,888
Runway/Taxiway Lighting Cable Replacement	500	500	2012-18	Other	6,000	267,085	-	-	-	273,085	20	-	13,654
					60,000	2,670,850	-	-	-	2,730,850		-	136,542
Design Taxiway V Apron Exp, Per Emer Rdwy Gate Reha	500	500	2012-19	Federal	3,397,725	-	-	-	-	3,397,725	20	-	169,886
Design Taxiway V Apron Exp, Per Emer Rdwy Gate Reha	500	500	2012-19	Other	368,886	-	-	-	-	368,886	20	-	18,444
					3,766,611	-	-	-	-	3,766,611		-	188,330
<b>Grand Totals</b>					<b>74,780,611</b>	<b>18,902,573</b>	<b>27,323,633</b>	<b>15,646,534</b>	<b>5,611,034</b>	<b>142,264,385</b>		<b>500,000</b>	<b>6,935,911</b>

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2000-02	Oversize Participation and Utility Extensions	Annual depreciation expense	50,000
2000-11	Oak Street Bridge Culvert Work	Annual depreciation expense	3,400
2000-13	Mockingbird Dr Extension - 349 to Midkiff	Annual depreciation expense	84,000
2000-15	Midland Draw Excavation - Phase 4	Annual depreciation expense	23,000
2000-16	Midland Draw Excavation - Phase 2 & 3	Annual depreciation expense	34,500
2000-17	Midland Draw Excavation - Phase 1	Annual depreciation expense	17,500
2000-24	Central Business District Signal Poles & Arms	Annual depreciation expense	13,050
2000-98	Municipal Court Building	Annual depreciation expense	210,113
2001-01	City and Airport Utility Line Replacements	Annual depreciation expense	100,000
2005-04	Beal Parkway (formerly known as West Illinois)	Annual depreciation expense	100,000
2006-04	Landfill Scale House and Scales	Annual depreciation expense	27,038
2006-06	Idlewilde Retention Basin & Outfall	Annual depreciation expense	65,500
2007-01	Beal Park Project	Annual depreciation expense	225,000
2007-11	Windlands Park Pavilion Replacement	Annual depreciation expense	10,000

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2007-13	Ballistic Training Module	Annual depreciation expense	30,375
2007-28	Satellite Reuse Plant	Annual depreciation expense	315,000
2008-01	Longview Street	Annual depreciation expense	8,500
2008-02	Briarwood Avenue	Annual depreciation expense	28,750
2008-03	Midkiff Rd - Andrews Hwy to Wadley	Annual depreciation expense	150,000
2008-04	Midkiff Rd - Wall St to Illinois Ave	Annual depreciation expense	111,500
2008-05	Illinois Ave - Marienfeld to Andrews Hwy	Annual depreciation expense	162,000
2008-06	Midland Dr - Illinois Ave to Andrews Hwy	Annual depreciation expense	115,000
2008-08	Illinois Ave - Andrews Hwy to Midland Dr	Annual depreciation expense	200,000
2008-09	Garfield - Tennessee to Golf Course	Annual depreciation expense	25,200
2008-11	Illinois Ave - Main to Terrell	Annual depreciation expense	37,500
2008-12	Golf Course Rd - Scharbauer to Midkiff	Annual depreciation expense	172,500
2008-13	"D" Street Pavement and Valley Gutter	Annual depreciation expense	38,750
2008-15	Northwest Substation	Annual depreciation expense	3,750



**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2008-17	Autocite for Patroll	Annual depreciation expense	13,333
2008-20	Training Facility Expansion	Annual depreciation expense	23,400
2009-02	Firearms Training Technology	Annual depreciation expense	8,333
2009-09	Raw Water Storage	Annual depreciation expense	167,500
2009-18	ATV Park	Annual depreciation expense	12,500
2009-20	Dunagan Restroom Replacement	Annual depreciation expense	2,500
2009-28	Washington Park Tennis Courts	Annual depreciation expense	3,750
2009-32	City Wide Valley Gutter Installation	Annual depreciation expense	49,500
2010-01	Doug Russell Pool	Annual depreciation expense	175,000
2010-06	Washington Pool	Annual depreciation expense	75,000
2010-09	Sex Offender Monitoring System	Annual depreciation expense	9,167
2010-15	Facilities Building Construction	Annual depreciation expense	50,000
2010-17	Manhole Replacements	Annual depreciation expense	40,000
2011-02	Warehouse Road	Annual depreciation expense	76,500

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2011-03	2012 Streets and Paving	Annual depreciation expense	92,750
2011-04	Sinclair Drainage Basin & Outfall	Annual depreciation expense	54,000
2011-05	S Midland Dr	Annual depreciation expense	72,000
2011-06	N Midkiff Rd - Illinois Ave to Andrews Hwy	Annual depreciation expense	113,000
2011-07	Pioneer Park Pavillion Replacement	Annual depreciation expense	5,000
2011-08	2011 Master Plan Projects	Annual depreciation expense	419,000
2011-11	Repaint/Rehab of Elevated Towers	Annual depreciation expense	305,000
2011-12	Rehab of Edgewood Ground Storage Tank	Annual depreciation expense	50,000
2011-13	Primary Screen & Digester Gas Piping	Annual depreciation expense	251,000
2012-01	Staircase Repair at Loraine Center	Annual depreciation expense	2,750
2012-02	Citywide ADA Ramps Phase I	Annual depreciation expense	25,000
2012-03	Pilot Channels Phase I	Annual depreciation expense	25,000
2012-04	Mill and Overlay 2012	Annual depreciation expense	75,000
2012-04	Mill and Overlay 2012	Eliminate Seal Coat Application	(500,000)
2012-05	Adaptive Traffic Control for Andrews Hwy Corridor	Annual depreciation expense	79,167

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2012-06	LED Street Light Replacement	Annual depreciation expense	100,000
2012-07	LED Traffic Light Replacement	Annual depreciation expense	33,333
2012-08	Battery Backup at Traffic Signals	Annual depreciation expense	18,750
2012-09	Backlit Street Markers	Annual depreciation expense	27,750
2012-10	Radio System Upgrade	Annual depreciation expense	1,333,333
2012-11	Police Department Expansion/Remodel	Annual depreciation expense	37,500
2012-12	Fire Training Facility Improvement	Annual depreciation expense	87,447
2012-12	Fire Training Facility Improvement	Heating Fuel Supplies	1,500
2012-13	Spraberry Lift Station Rehabilitation	Annual depreciation expense	60,000
2012-14	Spraberry Pump Station	Annual depreciation expense	143,000
2012-15	SH191 Booster Pump Station	Annual depreciation expense	100,000
2012-16	Citibank Control Room Renovation	Annual depreciation expense	12,500
2012-17	Citibank Shade, Batting Cage, and Maintenance Storage	Annual depreciation expense	15,250
2012-17	Citibank Shade, Batting Cage, and Maintenance Storage	Lights and Power	3,600
2012-18	Runway/Taxiway Lighting Cable Replacement	Annual depreciation expense	136,542

**DETAIL OF OPERATING BUDGET IMPACT  
ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS**

<b>CIP PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION OF BUDGETARY ITEM</b>	<b>ESTIMATED COST (SAVINGS)</b>
2012-19	Design Taxiway V Apron Exp, Per Emer Rdway, Gate Rehab	Annual depreciation expense	188,330
		Total estimated cost (savings) expense	6,435,911



## **SECTION XV**

## **APPENDIX**

**ORDINANCE NO. 8930**

AN ORDINANCE OF THE CITY OF MIDLAND PROVIDING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND ENDING SEPTEMBER 30, 2012, BY APPROVING THE BUDGET FOR SAID PERIOD AND APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES AND UNAPPROPRIATED FUND BALANCE OF THE CITY OF MIDLAND FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS TO THE CITY; AND ORDERING PUBLICATION

**WHEREAS**, as required by Article IV, Section 14, of the City Charter, the City Manager has prepared and submitted to the City Council a Budget Estimate of expenditures and revenues of all City departments, activities, and offices for the year beginning October 1, 2011, and ending September 30, 2012; and

**WHEREAS**, said Budget has been filed with the City Secretary of the City of Midland, Texas, as required; and

**WHEREAS**, notices of a public hearing upon said Budget have been duly and legally made; and

**WHEREAS**, said public hearing has been held and full and final consideration given said Budget;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MIDLAND, TEXAS:**

**SECTION ONE.** That for the purpose of providing the funds necessary and proposed to be expended in the Budget of the City of Midland for the fiscal year beginning October 1, 2011, and ending September 30, 2012, the Budget prepared by the City Manager and submitted to the City Council for its consideration and approval is hereby approved, and the available resources and revenues of the City of Midland as set forth in said Budget for said fiscal year, are hereby appropriated and set aside for the maintenance and operation of the various departments of the

Government of the City of Midland, together with the various activities and improvements as set forth in said Budget; and the appropriations shall be strictly applied for the uses and purposes in the respective divisions as provided for in said Budget.

**SECTION TWO.** That the said Budget for the fiscal year beginning October 1, 2011, and ending September 30, 2012, approved herein shall be attached to and made a part of this ordinance the same as if copied in full herein. Said Budget being on file in the City Secretary's office referenced by the number and date of this Ordinance.

**SECTION THREE.** That expenditures during the fiscal year beginning October 1, 2011, and ending September 30, 2012, shall be made in accordance with the summary Budget approved by this ordinance unless otherwise authorized by a duly enacted resolution or ordinance of the City of Midland and subject to the following provisions and conditions to wit:

1. That no expenditure may be made without Council approval which shall increase the total appropriation for any one Fund.
2. That the City Manager may make amendments to and between departments and divisions unless such amendments would increase the total appropriation within a Fund.
3. That department managers are hereby authorized to approve amendments of amounts between line items within a division if such transfers do not significantly change the work program contemplated in the approved Budget.

**SECTION FOUR.** During each year while there is any liability by reason of the City's Personnel Policies, the City Council shall compute and ascertain the rate and amount of ad valorem tax, based on the latest approved tax rolls with full allowance being made for tax collection, which will be sufficient to raise the money required to pay any sums which may be or become due during any such year, in no instance to be less than two percent (2%) of such obligation, together with all interest thereon, because of the obligations assumed by the City's Personnel Policies. Said rate and amount of ad valorem tax will be ordered to be levied against all taxable property in the City for each year while any liability exists by reason of the obligations



undertaken by the City's Personnel Policies, and said ad valorem tax shall be assessed and collected each year until all of the obligations incurred in the City's Personnel Policies shall have been discharged and all liability discharged.

**SECTION FIVE.** For the purpose of this ordinance certain words as used herein are defined as follows:

1. The term "agency" wherever used in the said Budget shall mean the same and be synonymous with the term "department" as used in the Charter, ordinances, resolutions, and other official documents and policies of the City of Midland, Texas.
2. The term "organization" wherever used in the said Budget shall mean the same and be synonymous with the term "division" as used in the Charter, ordinances, resolutions and other official documents and policies of the City of Midland, Texas.

**SECTION SIX.** All Departments of the City required to be established by the City Charter, State Law or Federal Law are deemed to be created.

**SECTION SEVEN.** That all transfers from the Water and Sewer Fund and Sanitation Fund are made in compliance with Sections 1502.057, 1502.058 and 1502.059 of the Texas Government Code.

**SECTION EIGHT.** That in the Hotel-Motel Tax Budget, line items 6130 through 6989 are reduced to zero and line item 6990 "miscellaneous" is increased to \$1,453,924.00. The City Manager shall have the sole discretion to negotiate and execute contracts for the expenditures of funds under line item 6990.

**SECTION NINE.** That the City Manager shall give notice of water rate increases to appropriate individuals and entities as required by state law.

The above and foregoing ordinance was duly proposed, read in full and adopted on first reading, the 16th day of August, A.D., 2011; and passed to second reading on motion of Council member Sparks, seconded by Council member Dufford, by the following vote:

Council members voting "AYE": Morales, Trost, Hailey, Dufford, James, and Sparks

Council members voting "NAY": None

The above foregoing ordinance was read in full and finally adopted by the following vote, upon motion of Council member James, seconded by Council member Trost, on the 22nd day of August, A.D., 2011, at a regular meeting of the City Council:

Council members voting "AYE": Morales, Trost, Hailey, Perry, James and Sparks

Council members voting "NAY": None

PASSED AND APPROVED THIS 22nd day of August, A.D., 2011.

/s/ W. Wesley Perry  
W Wesley Perry, Mayor

ATTEST:

/s/ Amy M. Turner  
Amy M. Turner, City Secretary

APPROVED AS TO FORM:

/s/ Keith Stretcher  
Keith Stretcher, City Attorney

**GLOSSARY**

**ACCRUAL ACCOUNTING** - A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

**AD VALOREM** - Refers to the tax assessed against real (land and buildings) and personal (equipment and furniture) property in compliance with the State Property Tax Code.

**APPROPRIATION** - A legal authorization made by the City Council which permits City officials to incur obligations against and to make expenditures of governmental resources.

**ASSESSED VALUATION** - A value established by the Midland Central Appraisal District which approximates market value of real or personal property.

**BALANCED BUDGET** - A balanced budget occurs when the total sum of money a government has budgeted to collect in a year is equal to the amount it has budgeted to spend on goods, services, and debt.

**BOND** - A written promise to pay a sum of money on a specific date(s) at a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. Most commonly, these are General Obligation Bonds, Certificates of Obligation, or Revenue Bonds used for capital construction projects.

**BUDGET** - A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided the residents of the City. The budget is approved by Ordinance and sets the legal spending limits for the fiscal year.

**BUDGET DOCUMENT** - The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan.

**BUDGET MESSAGE** - The opening section of the budget from the City Manager which provides the City Council and the public with a general summary of the most important aspects of the budget.

**BUDGET ORDINANCE** - The official enactment, by City Council, to legally authorize City staff to obligate and expend resources.

**CAPITAL OUTLAY** - Expenditures for equipment, vehicles, or machinery, and other improvements that result in the acquisition of assets with an estimated useful life of more than one year, a unit cost of \$1,000 or more, and capable of being identified as an individual unit or property.

**CDBG** - Community Development Block Grant - an entitlement grant used to improve slum and blight areas of the city.

**CERTIFICATES OF OBLIGATION (CO)** - Legal debt instruments which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

**CITY CHARTER** - The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.

**CITY COUNCIL** - The Mayor and six (6) Council members collectively acting as the legislative and policy making body of the City.

**DEBT SERVICE FUND** - A fund established to account for the accumulation of resources for, and the payment of, long-term principal and interest.

**DELINQUENT TAXES** - Real or personal property taxes that remain unpaid on and after February 1st of each year, and upon which penalties and interest assessed.

**DEPARTMENT** - A major administrative organizational unit of the City which indicates overall management responsibility for one or more divisions.

**DIVISION** - A basic organizational unit that is functionally unique and provides service under the administrative direction of a Department.

**EFFECTIVE TAX RATE** - The ad valorem tax rate which, when applied to properties existing on last year's tax roll, adjusted for changes in appraisal values and other items, would yield the same tax revenues in the current year as in the previous year.

**ENCUMBRANCE** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**ENTERPRISE FUND** - Funds established to account for operations of the water and sewer system, sanitation, golf course and airport. These funds are operated in a manner similar to private business enterprises.

**ESTIMATED REVENUE** - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**EXPENDITURE** - Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**FISCAL YEAR** - A consecutive 12-month period which signifies the beginning and ending dates for recording financial transactions. The City of Midland's fiscal year begins October 1 and ends September 30 of the following calendar year. This is also called the budget year.

**FRANCHISE FEE** - A fee paid by public service utilities for use of public property in providing their services to the citizens of the community.

**FUND** - An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

**FUND BALANCE** - The difference between governmental fund assets and liabilities. An adequate fund balance is essential for several reasons, including the need to have sufficient cash for operations prior to receipt of property tax revenues, maximization of investment earnings, maintaining a financial position favorable to strong bond ratings, and funds availability in case of emergencies or unexpected events.

**FUND EQUITY** - The difference between proprietary assets and liabilities.

**GENERAL FUND** - The fund used to account for all financial resources except those required to be accounted for in another fund. Revenues are derived from taxes, user fees and franchise fees which support general public services such as public safety, development services, and community services.

**GLOSSARY (continued)**

**GENERAL OBLIGATION (GO) BONDS** - Legal debt instruments which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

**GRANT** - A contribution by a government or other organization to support a particular function

**INFRASTRUCTURE** - The underlying permanent foundation or basic framework such as streets, drainage facilities, water and sewer mains.

**INTERGOVERNMENTAL REVENUE** - Grants, entitlements and cost reimbursements from another federal, state or local governmental unit.

**INTERNAL SERVICE FUND** - These funds account for the financing of goods or services provided by one City department to other departments of the governmental unit on a cost reimbursement basis. The Garage Fund and Warehouse Fund are operated as internal service funds in the City of Midland.

**INTEREST EARNINGS** - The earnings from available funds invested during the year.

**LEVY** - To impose or collect by legal authority vested in the City Council.

**LONG TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MAINTENANCE** - All materials or contract expenditures covering repair and upkeep of City buildings, machinery and equipment, systems, and land.

**MANDATE OR MANDATED EXPENSES** - Any expense relating to an authoritative command or instruction. Refers to the federal and state mandates governing municipalities, such as Subtitle D relating to landfill operations.

**MODIFIED ACCRUAL ACCOUNTING** - A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred. Le., as in the General Fund.

**NET ASSETS (FUND EQUITY)** - The noncapital portion of proprietary fund net assets, including both restricted and unrestricted net assets.

**ORDINANCE** - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a State statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**PERSONNEL SERVICES** - The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**PROPERTY TAXES** - Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

**RESERVE** - An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**REVENUE** - Funds that the government receives as income.

**REVENUE BONDS** - A legal debt instrument which may be used to finance projects for enterprise funds. Revenues from the borrowing fund are pledged to pay principal and interest of the bonds.

**TAX BASE** - The total value of all real and personal property in the City as of January 1st of each year, as certified by the Appraisal Review Board. The tax base represents net value after all exemptions.

**TAX RATE** - The tax rate consists of two components, maintenance/operations and debt service, and is adopted by Ordinance by the City Council after a public hearing.

**ACRONYMS**

<b>ACM</b>	Assistant City Manager
<b>ADA</b>	Americans with Disabilities Act
<b>APB</b>	Accounting Principles Board
<b>ATC</b>	Advanced Technology Center
<b>CAF</b>	Commemorative Air Force
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies
<b>CDBG</b>	Community Development Block Grant
<b>CIP</b>	Capital Improvement Program
<b>CISD</b>	Communications and Information Systems Department
<b>CM</b>	City Manager
<b>C.O.</b>	Certificate of Obligation
<b>COM</b>	City of Midland
<b>CRMWD</b>	Colorado River Municipal Water District
<b>DARE</b>	Drug Abuse Resistance Education
<b>D-FY-IT</b>	Drug Free Youth In Texas
<b>EDP</b>	Electronic Data Processing
<b>EMS</b>	Emergency Medical Services
<b>EPSDT</b>	Early Prevention, Screening, Detection, Testing
<b>FAA</b>	Federal Aviation Administration
<b>FASB</b>	Financial Accounting Standards Board
<b>FEMA</b>	Federal Emergency Management Administration
<b>FY</b>	Fiscal year
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>GFC</b>	General Services Commission
<b>GIS</b>	Geographic Information System
<b>G.O.</b>	General Obligation
<b>GPFC</b>	Golf Course Player Facility Charge
<b>HUD</b>	Housing and Urban Development
<b>I &amp; S</b>	Interest and Sinking
<b>ISM</b>	Institute of Supply Management
<b>LLEBG</b>	Local Law Enforcement Block Grant
<b>MCAD</b>	Midland Central Appraisal District
<b>MDC</b>	Midland Development Corporation
<b>MGD</b>	Million gallons per day
<b>M.I.S.D.</b>	Midland Independent School District
<b>MLK</b>	Martin Luther King
<b>MOHRE</b>	Midland Odessa Health & Retirement Endeavor
<b>MOTRAN</b>	Midland Odessa Transportation Alliance
<b>MOUTD</b>	Midland Odessa Urban Transportation District
<b>MUGS</b>	Midland United Girls Softball
<b>NAPM</b>	National Association of Purchasing Management
<b>OMB</b>	Office of Management and Budget

**ACRONYMS (continued)**

<b>PAQ</b>	Position Analysis Questionnaire
<b>PFC</b>	Passenger Facility Charges
<b>P.O.</b>	Purchase Order
<b>RFP</b>	Request for Proposal
<b>SCDC</b>	Sports Complex Development Corporation
<b>SWAT</b>	Special Weapons and Tactics
<b>TCEQ</b>	Texas Commission on Environmental Quality
<b>TDH</b>	Texas Department of Health
<b>TIRZ</b>	Tax Increment Reinvestment Zone
<b>TRU</b>	Telephone Reporting Unit
<b>UCR</b>	Uniform Crime Reporting
<b>UTPB</b>	University of Texas Permian Basin
<b>VCLG</b>	Victims Coordinator and Liaison Grant
<b>W&amp;SRSF</b>	Water & Sewer Rate Stabilization Fund
<b>WPCP</b>	Water Pollution Control Plant